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| **EMPLOYMENT HISTORY** |
|  **Student Medical Assistant** 2019 – Present Front Desk San Diego, CA* Communicated with other offices, hospitals and surgery centers to schedule patient care.
* Provided patient care to different origin patients who could not communicate in English.

 **Student Medical Assistant-Externship** 2017 – 2019 Front Desk San Diego, CA* Answer incoming telephone calls with professionalism, assist callers, record messages.
* Communicated with other offices, hospitals and surgery centers to schedule patient care.
* Front desk procedures included Greeting patients.
* Maintain medical records, electronic records, or correspondence files.

 **Hospital Medical Assistant** 2007 – 2017 Charter Schools USA Albuquerque, NM* Answer multi phone lines, order medical supplies, clean exam rooms after each use.
* Review and follow up on Medicare, Medicaid and third-party billing regarding denials.
* Handled inbound emergency roadside requests.
* Maintained medical records, accident and injury reports.
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| **EDUCATION** |
| **Some College Courses Medical Assisting Services**2007 - 2007Pima Medical Institute Albuquerque, NM |
| **SKILLS** |
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| 1. RMA
 | 1. EKG
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| 1. Surgical Procedures
 | 1. Osha
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| 1. Edit Documents
 | 1. Clia
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| 1. CPR
 | 1. Patient Care
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| 1. Blood Pressure
 | 1. Regulatory Documents
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