

Felicia Beaty

3436 Softcloud Dr. Dallas, Texas 75241

214-641-7059

felicia_beaty@yahoo.com

Objective:

I am an *ambitious* individual seeking a position as a Medical Assistant to employ my education skills, and give excellent healthcare to a diverse patient population.

Education:

Nationally Registered Certified Medical Assistant

National Association for Health Professionals

Certification NRCMA– March 2018

Certified Medical Assistant CMA/AAMA

Certification – February 2015

The College of Health Care Professions

Dallas, TX.

Medical Assistant-Diploma

Graduate: September 2014, Class **Valedictorian**

Clinical Skill Sets:

- HIPAA Certified
- CPR Certified
- First Aid trained
- Nursing Aide Certified
- OSHA trained
- Phlebotomy trained
- Skilled Unit Clerk
- Skilled in administering injections
- Proficient in Medical Terminology
- Proficient in scheduling (manually and electronically)
- Knowledge of ICD-9; 10/CPT coding
- Knowledge of Billing (AR/AP), and Insurance Verification
- Trained in Vital Signs
- UDS Training
- Splinting
- OCC Health Training
- Medication Prior Authorizations
- Injections
- EMR/EHR trained (Care 360, Eclinical works, Practice Choice)
- Excellent Customer Service Skills
- Proficient in Prescription Refills
- EKG/ ECG
- Trained in assisting with Minor Surgery
- Trained in assisting with Physical Exams
- Trained in specimen preparation, collection and testing
- Knowledge of Clinical Laboratory Equipment
- Trained in assisting with Life Span Specialties (Pediatric and Geriatrics)
- Trained in Patient Education

Work Experience:

DHAT

Dallas, Texas

December 2016- Present

- Schedule Radiology Procedures
- Prior Authorizations for medications and procedures
- File labs, Radiology, Pathology Reports
- Request Medical Records
- Suture and staple removal; Wound care
- Room Patients
- Vitals

UT Southwestern**Apr 2015- December 2016**

Dallas, Texas

- Assist provider with patient care
- File labs, Radiology, Pathology Reports
- Blood sugar checks; lab draws
- Schedule appointments
- Assist with Patient Care
- Room and Vitalize patients
- Request Medical Records; Insurance verification
- Prior Authorizations (Medications and Procedures)
- Schedule Procedure and Explain Prep Instructions

Parkland**Sept 2014- Apr-2015**

Plano, TX.

Medical Assistant

- Vitalize
- Release of Information
- Prior Authorizations
- Procedure Prep Instructions
- Patient Contact

Research Across America**November 2011-October 2013**

Dallas, TX.

Customer Service Associate

- Assist with Clinical Trial Studies
- Front and Back Office
- Perform Vital Signs
- ECG/ UPT/ Lab Draws
- Phlebotomy/ Laboratory
- Maintained sanitary neatness and safety condition for compliance regulations

Doctors Hospital @White Rock Lake**November 2007-October 2011**

Dallas, TX.

Patient Care Technician/Unit Clerk

- Facilitated communication between clerical and medical staff
- Performed ambulatory treatments
- Obtained Vital Signs and performed various procedures.
- Interfaced extensively with patients, staff personnel, and Doctors.