

Maria Vasquez

4455 Falls Drive Dallas, TX 75211

(214) 434-6357

Mtinoco214@gmail.com

Objectives

Seeking the position of Bilingual Medical Assistant in a challenging healthcare facility where enormous nursing skills and abilities will be utilized to support physicians and nurses in their work, thereby providing best care to patients.

Experience

Dr. Joseph Tejan, M. D. – Desoto, TX

January 2014- Present

I currently hold the position of a front and back Medical Assistant. Answer phone calls via multi phone line system, retrieve and file incoming faxes, surgery scheduling, appointment scheduling, prior authorizations, insurance verifications, coordinate incoming/ outgoing patient referrals; assist with cast/splint applications, suture/ staple removals, develop x-rays, and transcribe daily dictations.

The Fountains Home Health Agency- Dallas, TX

September 2013- December 2013

Held the position of an Office Manager. I processed billing claims every two weeks for insurances Molina Healthcare, Superior, Amerigroup, and TMHP; some Medicare billing. Prepare and process payroll for 25 employees; responsible for incoming faxes, emails, and EFT's; answer phone calls daily.

Red Bird Community Clinic

March 2011- July 2013

I held the position of a front and back Medical Assistant. I checked in/ out patients, verified insurances, collect copays/ balances, enter patient demographics, post charges/ payments, schedule appointments, precert outpatient procedures and referrals, answer multi phone line system, medical records, and retrieve and file faxes. Responsible for checking patients vitals, perform EKG's, UA's, and Venipuncture procedures upon request of the physician.

Dr. Alfonso Ramirez, M. D. Medical Clinic (Externship)

December 2010- January 2011/ 200 Hours

I executed my hours performing front and back office duties. I checked in/ out patients, collected copays, entered patient demographics, verified insurances, answered a multi phone line system, routine blood draws, and checked patient vital signs.

Education

PCI Health Training Center- Dallas, TX (Medical Assistant Certificate)

April 2010- December 2010

Maintained a 4.0 GPA throughout my course.

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Clinical Skills

- Patient History
- Injections
- EKG
- Urinalysis
- Phlebotomy
- Bandaging
- CPR- Certified
- Suture removal
- Vital Signs
- Pharmacology
- Microanalysis
- Venipuncture
- Medical Asepsis
- First Aid
- Slide Preps

Administrative Skills

- Microsoft Word/ Excel
- Scheduling
- MediSoft
- Internet Explorer
- Caretracker
- Practice Fusion
- Epic
- 10- key by touch
- 40 WPM
- Telephone Etiquette
- Insurance Verification
- ICD-10/ CPT Coding
- Medical Terminology
- Medical Ethics
- HIPAA

References Available Upon Request