Anna Capelo

1510 Bear Creek Rd.

Lancaster, TX 75146

(682)558-0568

acapelo7@gmail.com

**Objective**

To secure a professional position in a growing organization working to cater to people’s medical needs in order to continue to develop and enhance the hands on skills and knowledge in the environment acquired.

**Education**

* **Cedar Valley College** (Fall 2009-Present) - Major in **Nursing** and Minor in **Psychology**
* **Performance Masters** (October 24, 2016) - Certified as an **X-Ray Technician** (N.C.T.)
* **Concorde Career College** (11/20/2014-09/25/2015) -  Certified **Medical Assistant**

**Skills**

Medical Management Charting Medical Terminology  Medisoft/EHR/SpringCharts ICD and CPT Codes Urinalysis Pressure/Ace bandaging Capillary Sticks Vital Signs and Measurements Hot/Cold Therapy

Wound Cleaning Positioning & Transferring Specimen Collection

Customer Service Ambulatory Mobility Aids Proficient in Microsoft Office Typing (10 Key 4000/hr) Bi-Lingual (Eng., Span., Port.\*)

**Work Experience**

**Ideal Chiropractic Pain and Injury**

(October 10th 2016 to Present) **Office Manager/X-Ray Tech/C.A.**

**–**Attend to 20-50 patients daily aiding and educating patients with therapy, therapeutic exercises, and treatment plans. Sharing images and findings from x-rays with radiologist. Interview, hire, and train externs and employees. Referrals and billing - keeping up to date with 5-15 referrals daily and sending; negotiating billing to/with attorneys and insurance companies 10-30 charts bi-weekly.

**DFW Pain and Injury Centers (67 Pain and Injury Clinic)**

(July 25th 2015 to August 21, 2016) **Chiropractic Assistant/Office Assistant**

**–**Attended to 40-65 patients daily with two therapeutic beds, manual therapy, heat therapy, therapeutic exercises, and education on treatment plans. Assisted in front office duties such as referrals, insurance verification, filing, communicated with attorneys, and maintenance of office organization.

**Harris Methodist-Texas Health Resources (HEB)**

(March 24-July 24th 2014) **Patient Care Technician**

–Assisted 10 to 15 patients per shift with ADLS, personal care, ambulation, pre-operation preparation and education, BSG testing, wound care, feeding, and educating of procedures.

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**Reference List:**

**Mohammad Heidari, DO**

Ideal Chiropractic Pain and Injury Chiropractor

Office (972)252-7246

**Robie Hazlett, MA, NRCT, Manager**

67 Pain and Injury Office Manager

Office (972)298-5222

Cell (817)405-5322

**Juliette Kearney, RN**  
Concorde Career Institute Instructor   
(817)706-1637

**Beth Julsaint, NRCMA**  
Concorde Career Institute Instructor   
(682)203-1141

**Jessica Laymance, RN**

Med/Surg Unit Manager of Harris Methodist THR - HEB

JessicaLaymance@texashealth.org

**Leelamma Chacko, RN**

Administrator of Royal Home Health Care Inc.

(214)517-4990

**Susy Abraham, RN**

Previous Director of Nursing for Royal Home Health Care Inc.

(469)471-3228