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| stethoscope2Eva Collins | 905 Richard Dr. ⦁ Garland, TX 75040 ⦁ 318-762-5306 ⦁evacollins2010@yahoo.com |

Bilingual Medical Assistant

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| --- | --- | --- | --- |
| MA seeking a full time position in a facility which will utilize my extensive administrative and clinical capabilities. Skills include:   |  |  |  | | --- | --- | --- | | — Medical Office Management  — Insurance Verification  — Medical Records Management  — Wound Care | — Taking X-rays  — Taking Patient Vitals  — Venipunctures  — Injections | — Patient Scheduling  — Instrument Sterilization  — Patient Education  — HIPAA & JCAHO Knowledge | |

Education

**Associate’s Degree Nursing,** Concorde College – Dallas, TX, expected graduation January 2019

**Non Certified Technician** **(NCT)**

**Certified Medical Assistant (NCMA)**

**Certified Phlebotomy Technician (NCPT)**

Medical Assistant Diploma, Remington College — Garland, TX, 2006

Professional Experience

Sinai Urgent Care — Rockwall, TX

Medical Assistant/NCT, January 2018-Present

Serve as a member of healthcare team for a busy, urgent care facility. Assist doctors and midlevel providers in ensuring ideal patient care and a smoothly functioning office.

* Efficient handling of administrative duties (e.g., answering phones, scheduling appointments, maintaining medical records, patient processing, billing and insurance verification) allowing providers to focus on the health concerns of their patients.
* Proficient in taking patient medical histories and vital signs, as well as in performing venipunctures, injections and various diagnostic procedures and ancillary tests (e.g., EKGs, PFTs, chemistry analysis, hematology, urinalysis, and x-rays).
* Assisted in sterile surgical procedures
* Ensured the cleanliness, sanitation and maintenance of all facilities, exam rooms, equipment and instruments.

Sandknop Family Practice — Rockwall, TX

Medical Assistant/NCT, June 2017-Present

Serve as a member of healthcare team for a busy, multi-provider family medical practice. Assist doctors in ensuring ideal patient care and smoothly functioning office.

* Efficient handling of administrative duties (e.g., answering phones, scheduling appointments, maintaining medical records, patient processing, billing and insurance verification) allowing providers to focus on the health concerns of their patients.
* Proficient in taking patient medical histories and vital signs, as well as in performing venipunctures, injections and various diagnostic procedures and ancillary tests (e.g., EKGs, PFTs, chemistry analysis, hematology, urinalysis, and x-rays).
* Assisted in sterile surgical procedures
* Ensured the cleanliness, sanitation and maintenance of all facilities, exam rooms, equipment and instruments.

Parkland Hospital — Dallas, TX

Health Unit Coordinator, February 2017-Present

Coordinates unit activities and supports patient services.

* Prepare and processing patient documents
* Provide status information and other communications for doctors, nurses, patients, and patient families to facilitate the effective operation of the unit

College of Health Professions — Dallas, TX

Medical Assistant Instructor, September 2015-February 2017

Serve as member of education team to provide instruction to students.

* Prepared lesson plans and all course material
* Instruct students in subject matter, utilizing various methods, such as lecture and hands-on demonstration

Walnut Hill Medical Center — Dallas, TX

ER Registration Clerk, September 2014-September 2015

As a clerk, am responsible for ensuring adequate registration of ER patients.

* Answer the phone for the entire hospital as all calls are routed to ER after normal business hours.
* Expedite medical cases in priority for assessment from ER staff.
* Verify insurance, copayments and deductibles applicable for all patients.
* Collect all payments necessary from each patient.

Forest Park Medical Center — Dallas, TX

ER Admissions Clerk, August 2013-November 2015

As a clerk, am responsible for ensuring adequate registration of ER patients.

* Answer the phone for the entire hospital as all calls are routed to ER after normal business hours.
* Expedite medical cases in priority for assessment from ER staff.
* Verify insurance, copayments and deductibles applicable for all patients.
* Collect all payments necessary from each patient.

Sunrise Senior Living — Frisco, TX

Care Manager, December 2012-September 2013

As a Caregiver was responsible for enhancing the quality of life and experiences for a specific group of seniors

* Provide assistance with daily activities involving grooming and personal hygiene
* Assist with ADL’s including light housekeeping, providing dining services, and laundry
* Attend social outings with residents while ensuring their safety
* Lead and attend group activities for social and enjoying learning
* Monitor and take action of changes in resident’s condition and recommend adjustments in level of care and services

ATI Career Training Center — Dallas, TX

Medical Assistant Instructor, June 2010-December 2012

Served as member of education team to provide instruction to students.

* Prepared lesson plans and all course material
* Instruct students in subject matter, utilizing various methods, such as lecture and hands-on demonstration

St. Paul Family Practice — Garland, TX

Medical Assistant/NCT, October 2007-December 2010

Serve as a member of healthcare team for a busy family medical practice. Assist MD as well as PA in ensuring ideal patient care and smoothly functioning office.

* Efficient handling of administrative duties (e.g., answering phones, scheduling appointments, maintaining medical records, patient processing, billing and insurance verification) allowing providers to focus on the health concerns of their patients.
* Proficient in taking patient medical histories and vital signs, as well as in performing venipunctures, injections and various diagnostic procedures and ancillary tests (e.g., EKGs, PFTs, chemistry analysis, hematology, urinalysis, and x-rays).
* Assisted in sterile surgical procedures (e.g., vasectomy)
* Ensured the cleanliness, sanitation and maintenance of all facilities, exam rooms, equipment and instruments.