Krystle D. Binion

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As an ambitious individual, I would like to secure a full time position and be given the opportunity to use my education and skills for growth and advancement.

Authorized to work in the US for any employer

# Work Experience

## Medical Assistant

Baylor Family Medical Center (JobNet America) - Midlothian, TX October 2017 to June 2018

Compile and record medical data, reports, and correspondence, interview patients to complete insurance and privacy forms, receive insurance co-pay payments and post amounts paid to patient accounts, schedule and confirm patient appointments, check-ups and physician referrals, answer telephones, document messages, route messages to physicians and nurses, and direct calls to appropriate staff.

## Substitute Teacher

Texans Can Academy - Fort Worth, TX August 2017 to-present

Teach, help, and oversee high school students when the original teacher is absent.

## Front End Shift Supervisor

RiteAid Pharmacy - Natchez, MS

March 2015 to April 2017

Opened and closed store, greeted customers as they entered the store, customer service, counted and reconciled cash registers, delegated tasks to cashiers, assisted customers, brought merchandise from the stockroom to the sales floor, maintained aisles by facing products on shelves, counted safe during each shift, and bank deposits.

## Beverage Supervisor

Isle of Capri Casino - Natchez, MS

July 2013 to March 2015

I delegated tasks to and supervised a group of cocktail waitresses and kitchen staff, made the work schedule, operated cash registers, handled monetary transactions, served drinks as needed, inventory and ordering supplies. I also filled in as needed when we were short staffed.

## Medical Assistant

Arlington Infectious Disease Associates - Arlington, TX

November 2011 to May 2013

Front and back office medical assistant; greeted patients, triage and vital signs, chief complaints, and collected urine specimens. I also answered multiline phones, scheduled patient appointments, customer service, checked patients in and out, online and written lab requisitions, filing, faxing, copying and retrieving medical records for other offices and facilities, coding for charges, establishment of benefits, transcription, filling out forms for the doctor, taking and delivering messages, prescription refills, scanned records for electronic health record transitioning, insurance verification, communicated verbal and written orders and lab results, obtained patient records for office visits, appointment confirmation.

## Health Information Clerk

Parkland Health and Hospital Systems - Dallas, TX

March 2007 to October 2009

Front desk receptionist. Took medical record request from doctors and nurses, faxed medical record requests to retrieve records from offsite storage and other hospitals, scanned records for coders, assembled charts, transported charts to and from various clinics onsite and offsite, checked charts in and out using scanner, all while ensuring that HIPAA and Joint Commission regulations and practices were being used.

## Teacher/Caregiver

Little Stars Childcare - Natchez, MS

March 2004 to May 2006

I was responsible for cleaning, feeding, and caring for infants and small children; I also taught preschoolers basic skills such as recognizing numbers, letters, colors and shapes and tying shoelaces.

# Education

## BS-Bachelor of Science in Biology Health Science

Alcorn State University - Lorman, MS August 2013 to May 2017

## NR-CMA in Medical Assistant

Concorde Career College - Arlington, TX

April 2011 to February 2012

# Skills

Medical Assistant, Phlebotomy/Venipuncture, EKG, Medical (electronic health) records (EPIC and Zybec), HIPAA and Privacy practices, Joint Commission

# Certifications/Licenses

## National Certified Medical Assistant

December 2011 to December 2018

Certified Medical Assistant

# Additional Information

Special Skills:

Suture Removal

Cast Removal

Phlebotomy

EKG

Bandaging

Injections

Respiratory Testing

Hot/Cold Therapy