**Shaletia Jones**

2649 Max Goldblatt Dr.

469-474-3693

Dallas, Texas, 75227

shaletia.seamon@yahoo.com

**Objective:** Preform a variety of administrative and clinical tasks to help provide care to patients, support physicians and keep office operations running smoothly.

**Education:**

**Remington College**,

Garland, TX

                                                                        May 2013

Medical Assistant Diploma

**Certifications:**

**First Aid, HIPPA, OSHA, CPR/BLS**

**Work Experience:                                                               November 2016 -**

*Baylor Health Care System/ Level 1 Trauma Center/ ER*

*Health Unit Coordinator :*

▪ Receiving new patients

▪ Collecting medical records / Collections / Billing

▪ Ordering supplies

▪ Preparing forms for admissions  and discharge

(Call center) Physician Referral Center .. (Inbound, Outbound)

*Aramark (Lead Cashier):                                                     April 2016- November 2016*

• Receiving payment by cash, check, credit cards, vouchers, or automatic debits.

• Issue receipts

• Greet customers entering establishments

• Maintain clean and orderly checkout areas.

**State Farm, Irving, TX.                                                                                                                 Sep 2012 – October 2014**

*CSR (Insurance Verification):*

▪ Responsible for reviewing patients’ case and insurance coverage information to personalize the call contents to the patient. (Collections) Billing

▪ Work cordially in a team and participate in meetings, sharing ideas and information.

Handling Inbound and Outbound calls

**Minnesota Foot & Ankle Clinic, Minneapolis, MN                                                             Oct 2014 April- 2016**

*Medical Assistant:*

▪ Prepare patients for examination and treatments

▪ Administer injections and apply dressings

▪ Maintain supplies and equipment including keeping them clean and sterilized

▪ Complete patients documentation

▪ Update patients files and records

Schedule appointments

**Organizations /Volunteer Work:**

▪ Methodist Hospital (2009)

**Honors/Awards:**

▪ Employee of the Month (Aramark)

**References:**

▪ Available upon Request