**Camelot Sweet**

2525 W. Pleasant Run Road

Lancaster, Texas 75146

817-213-7692

[camelotsweet@gmail.com](mailto:camelotsweet@gmail.com)

**Professional Objective**

Talented healthcare provider with 10+ years of patient care experience in a variety of settings. Certified Medical Assisting, Experience Phlebotomist and Insurance Billing and Coding. Seeking the opportunity to join a team full time and contribute to the goals of the organization.

**Core Competencies**

**Qualifications**

|  |  |
| --- | --- |
| * Certificate Phlebotomist * Certified Medical Assistant | * Certificate Medical Billing and Coding * OSHA Trained/ HIPAA Certified |
| * First Aid Trained | * CPR Certified |
|  |  |

**Professional Skills**

|  |  |
| --- | --- |
| * Phlebotomy Trained * EKG Trained | * Expert in Administering Injections * Trained in assisting with Minor Surgery |
| * Proficient in Medical Terminology | * Scheduling |
| * Skilled in ICD-10/CPT coding * Proficient in assisting with Physical Exams * Knowledge of Clinical Laboratory Equipment * Trained in assisting with Life Span Specialties | * Proficient in Vital Signs * Skilled in Billing (AR/AP) * Trained in Specimen Collection and Processing * Proficient in Patient Education |

**Soft Skills**

|  |  |
| --- | --- |
| * Commitment to the Patients and Faculty * Effective Listening Skills | * Patient empathy and compassion * Enjoys Team Work |
| * Great communication (written/verbal) * Good Mental dexterity | * Demonstrate attention to detail * Perform well under pressure and fast pace environment |

**Professional Experience**

**Certified Medical Assistant/ Chronic Care Manager**

**Touch Point Health Solutions Dallas, TX**

**November 2018 – January 2019**

* Implement enrollment of patients who are eligible for the Chronic Care Program
* Engage with the patient, the carer and General Practitioner to actively contribute to the development of the patient’s individualized care plan
* Assist patients develop their chronic condition self-management skills and adhere to treatment regimes

**Certified Medical Assistant/Front Desk**

**Allied Health/Methodist Health Dallas, TX**

**June 2018 – November 2018**

* Front Office Duties (Check in, Insurance Verification, Answer calls, Triage, collect payments, fax forms to proper place, scan documents, check out.
* Back office Duties (Triage, documentation of medical History, Immunizations, medication refills, Scribe.)

**Full-Time Certified Medical Assistant (Internal Medicine)**

**Texas Health Resource Mesquite, TX**

**April 2017 – April 2018**

* Back Office Duties (Triage, Phone messaging, Documentation of Medical History)
* Injections, Phlebotomy, EKG, Ear Lavage
* Assist Doctor with Procedures
* Scheduling, Call patients with lab results, medication Rx
* Interfaced extensively with patients, staff personnel, and Doctors

# Full-Time Certified Medical Assistant (Back Office)

**Texas Health Med synergies Pediatrics Dallas, TX, Red Oak, TX**

**December 2015 – April 2017**

* Assess, monitor and document patients progress, symptoms and vital signs
* Perform auditory and visual acuity test
* Administer and document immunizations (PKU, urinalysis, phlebotomy)
* Clean and maintain a safe and sterile environment

# Full-Time Certified Medical Assistant (Front/Back Office)

**Med- Point Clinic Dallas, TX**

**November 2014- May 2015**

* Front Office Duties (Referrals, Prescriptions, Medical Records, Insurance Verification, and Assessments)
* Back Office Duties (Phlebotomy, Injections, Vitals, Urinalysis, EKG, Ultrasounds)
* Works with other staff members to provide a positive and team atmosphere

**Education**

**College of Health Care Professions** MA CertificationApril 2014- January 2015

**East Field Community College**  Phlebotomy Certification August 2013- October 2013

**Everest College**  MIBC Certification January 2005 – July 2005

**Computer Skills**

* 45 WPM
* MS Windows, Microsoft Word, Excel, PowerPoint, Publisher and Outlook
* Flow cast, All Scripts, Epic