**Sonja Mosley, CCMA**

6542 Tioga Court, Dallas, TX 75241

sonja.mosley1@gmail.com - 469-912-8766

**Objective**

Experienced with a strong desire to excel in the position listed who displays emotional maturity, maintains a high degree of integrity, and promotes a positive work environment by setting an example.

**Education**

Kaplan College- San Antonio, Texas May 2012

***Diploma in Medical Assisting***

**Skills**

* Microsoft Office Suite
* Front /Back Office
* Customer Service
* EMR- Kareo / Epic/ Advanced MD
* Surgical Procedure Assistant
* Scheduling
* Insurance Verification/Pre-Authorization
* MACRA
* WellMed
* Phlebotomy
* OSHA Safety Standards
* Clerical/Administrative
* Call Center Customer Service
* EECP

**Professional Work Experience**

Presbyterian Hospital (Dr. Goff) Dec 2018

Medical Assistant

* Direct, supervise and evaluate work activities of medical, nursing, technical, clerical, service, maintenance, and other personnel
* Prepare activity reports to inform management of the status and implementation plans of programs, services, and quality initiatives
* Establish objectives and evaluative or operational criteria for units they manage
* Update and submit pre-authorizations for referrals to extended doctors.
* Triage, medication reconciliation, immunizations, therapeutic immunizations

Fort Worth Internal Medicine

Medical Assistant

* Plan, implement and administer programs and services in a health care or medical facility, including personnel administration, training, and coordination of medical, nursing and physical staff
* Prepare activity reports to inform management of the status and implementation plans of programs, services, and quality initiatives
* Establish objectives and evaluative or operational criteria for units they manage
* Update and submit pre-authorizations for referrals to extended doctors.

Holistic Wellness Center - Fort Worth, TX July 2016 - Dec 2017

Office Manager

* Assist in surgical procedures as well as set up and Dr. assistant for physical well woman exams and working knowledge of Kareo and pulse EHR
* Direct, supervise and evaluate work activities of medical, nursing, technical, clerical, service, maintenance, and other personnel
* Plan, implement and administer programs and services in a health care or medical facility, including personnel administration, training, and coordination of medical, nursing and physical staff
* Prepare activity reports to inform management of the status and implementation plans of programs, services, and quality initiatives
* Establish objectives and evaluative or operational criteria for units they manage

International House of Pancakes - Fort Worth, TX - May 2016 - Present

Server

* Responsible for providing excellent customer service to consumers who seeked service
* Supervised all training, performance, and development for new employees

Continental Restaurant - Grand Prairie, TX April 2012 - May 2016

Restaurant Manager

* Responsible for managing employees, including answering phones, completing the schedules
* Ensure all employee completed their assigned assignments.