**KARISSA DAWN**

Certified Medical Assistant

kldawn@yahoo.com

(214) 725-1557

**OBJECTIVE**

To secure a challenging position as a Medical Assistant that will allow me to utilize my experience in private practice and a research setting.

**SUMMARY PROFILE**

\* Dedicated professional with clinical experience and excellent customer service.

\* Personable caregiver with a positive attitude and the ability to interface effectively with patients, families, physicians and multi-disciplinary team members.

\* Detail oriented team player with demonstrated experience documenting patient history via MS Office and proprietary Electronic Health Records.

\* Proficient in the protocols required in phlebotomy, patient vitals, and community referrals.

**EDUCATION:**

ATI Career Training Center Medical Assistant Certification

04/2005-5/2006 Dallas, TX

El Centro Community College Nurse Aid Certification

10/2004-12/2004 Dallas, TX

Danneker Medical Training Center

A Maceo Smith High School Diploma

Dallas, TX

**PROFESSIONAL EXPERIENCE:**

**Baylor Scott & White Cardiology Consults of Texas Medical Assistant**

**06/2018-Current Dallas, TX**

**Baylor Scott & White Family Medicine                                       Physician Office Rep 1**

**08/2017-06/2018 Waxahachie, TX**

\* Prep patients for cardiovascular procedures, accurately recording heart test results, applying Holter monitors to patients, taking electrocardiograms, and educating patients on medications and nutrition.

\* Assist with patient registration duties by collecting and verifying insurance and note with appropriate documentation.

\* Schedules, confirms and verifies patient appointments and arranges follow up visits.

\* Sets up and completes payment arrangement agreements.

\* Accepts payments for Physician/Clinic services. Post payments and enter charges utilizing appropriate ICD9 and CPT4 codes.

\* Generate daily payment reports and verify cash drawer with report.

**University of Texas Southwestern - Psychiatry Dept.                    Medical Office Assistant**

**12/2013-8/2017 Dallas, TX**

\* Provide first touch contact at medical school’s Student Wellness and Counseling Clinic and appropriately triage patient intake in accordance with clinic protocols and school privacy guidelines.

\* Ensure customer service, clinical, and technical skills are at an optimum through the attendance of training programs and procedures to include knowledge of FERPA (Family Educational Rights and Privacy Act) guidelines.

\* Utilize clinic equipment and update electronic medical record to relay and report on patient vital signs.

\* Document completion of patient care tasks in medical records, and reinforce education provided by the clinicians in multi-disciplinary setting.

\* Confirm appropriate patient consent and authorization forms are signed for research and/or medical treatment.

**Center for Neuro Skills                                                           Clinical Case Manager Assistant**

**2010-2013                         Dallas, TX**

\* Supported the clinic’s Case Managers, Directors of Rehabilitation & Behavior Programming, and Physicians through administrative and clerical assistance.

\* Provided quality transcription of correspondence, patient assessment reports, quarterly summaries, and clinical records.

\* Accurately filed correspondence, medical and administrative records, and completed data entry tasks, as needed.

\* Maintained and updated admission forms and packets for new patients.

\* Distributed completed/signed admission forms to appropriate staff in a timely manner.

\* Prepared patient charts/profiles and medication history in compliance with federal and state guidelines.