

CARMEN M HOPE

Objective

TO OBTAIN EMPLOYMENT THAT ALLOWS ME TO GROW WITHIN DIVERSE OPPORTUNITIES

Skills & Abilities

Knowledgeable in medical terminology and Windows applications. Experienced with EMR, fluent in Spanish, type 50wpm, 10 key efficient, experience with EKG, Phlebotomy, and X-ray.

Experience

FRONT DESK RECEPTIONIST / BILINGUAL MEDICAL ASSISTANT– SAPPHIRE PEDIATRICS

03/2012 to 7/2013

Answered phones, scheduled appointments, verified insurance, processed referral authorizations as well and pharmacy prior authorizations, triaged patient calls accordingly.

**BILINGUAL MEDICAL ASSISTANT/FRONT OFFICE PRN/ PHLEBOTOMIST PRN
– CENTENNIAL FAMILY CARE**

11/2007 to 03/2012

Took patients back and obtained full set of vitals, performed phlebotomy functions when needed, prior authorized referrals, verified insurance eligibility, performed EKG's, pulmonary function testing, and other requirements as needed per provider.

BILINGUAL MEDICAL ASSISTANT/LIMITED SCOPE XRAY TECH – LONE TREE FAMILY PRACTICE

01/2006 to 05/2007

Paperless EMR environment in which patients were roomed and a brief history was obtained, assisted with minor surgical/clinical procedures. Obtained patients X-Rays, EKG's, PFT's as requested. Assisted in referrals and lab work. Scheduled patients, and translated for Spanish speaking patients.

BILINGUAL MEDICAL ASSISTANT – PREFERRED WOMEN'S CARE OBGYN

12/2004 to 08/2004

Performed necessary blood draws and specimen collections, filling out required paperwork for each test/patient and safe-handling specimen collection. Assisted in taking vital signs, necessary patient history, answering phones, attending patient questions and/or concerns, scheduling appointments, monitoring contractions and fetal movement, FHT's, translation for Spanish patients, and assisted in clinical surgeries when needed.

Education

CAMBRIDGE COLLEGE OF AURORA LIMITED SCOPE XRAY TECH DIPLOMA

2006-2007

CAMBRIDGE COLLEGE OF AURORA MEDICAL ASSISTANT PROGRAM

Associates of Applied Science Degree, Phlebotomy Certification, MA Certification

2002-2004

METROPOLITAN STATE COLLEGE OF DENVER

English Major/Language Minor 2000-2002

BEAR CREEK HIGH SCHOOL CLASS OF 2000

Diploma with 3.4 GPA

References

REFERENCES ARE AVAILABLE UPON REQUEST