

Rosario Yescas

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Dedicated Medical Assistant with ten years experience; seeking a position where I can utilize my extensive knowledge and successful experiences within the healthcare industry.

Qualification Summary

- Extensive experience in the healthcare sector ranging from clinical care to administrative responsibilities.
- Outstanding communication and interpersonal skills with superior accuracy in obtaining patient history, charting and other documents.
- Adept at managing multiple and diverse tasks simultaneously.
- Experienced healthcare personnel dedicated to providing excellence in patient care.
- Confident and poised in interactions with individuals at all levels.
- Self-motivated and focused; comfortable working independently with ability to balance priorities accurately while working under pressure.
- Reliable under pressure, self motivated, efficient and resourceful.
- Solid administrative and referral experience including assessment, referral, treatment and healthcare education for patients.
- Possess the ability to function effectively as a team player as well as work independently to achieve objectives.

Professional Experience

Medical Assistant

2006-2009

AAA Medical, New York, NY

- Plans, provides, and evaluates routine patient care and treatment; book medical appt for patients
- Organize the medical environment, perform and direct activities for patient situations
- Trained on given injection, intravenous therapy, wound packing, assisting in minor procedures.
- Identify patient problems, observes, reports, record therapeutic procedures.

Medical Assistant

2002-2006

BBB Clinic, New York NY

- Consistently praised for efficient handling of administrative duties (e.g., answering phones, scheduling appointments, maintaining medical records, and patient processing) that allowed doctors and nursing staff to focus on the health concerns of their patients.
- Demonstrated proficiency in taking patient medical histories and vital signs, as well as in performing venipunctures, injections and various diagnostic procedures and ancillary tests (e.g., EKGs, chemistry analysis, hematology and urinalysis).
- Verified and pre-authorized procedures, exams and surgeries for patients.
- Scheduled patient appointments and maintained physician's templates.
- Ensured the cleanliness, sanitation and maintenance of all facilities, exam rooms and equipment.
- Ensured compliance with HIPAA, CLIA and OSHA regulations.
- Reacted calmly and effectively in emergency situations, and added the personal, caring touch that immediately put patients at ease.

Medical Assistant**1999-2002****CCC Hospital, New York, NY**

- Utilize my skills and experience within the clinic, assist physicians with patients.
- Phone triage, vital signs, charting; EKG's, pulmonary function tests, urinalysis, hearing & vision test ; develop x-rays, administer medications via injections.
- Insurance pre-certifications, referrals, booking appointments, medication refills, translations, and other medical assistant duties.
- Train incoming medical assistants, as well as cover for absent nurse.

Education and Training

- Medical Assistant Certificate, Western Career College 1998
- Phlebotomy Certificate, Boston Reed College 2000
- Surgical Technologist Certificate, Bryman College earned credit
- Medical Insurance Billing Certificate, Chabot College 2010
- AA Degree-Business Management (Healthcare), Chabot College continuing education
- AAOA Training (American Academy of Otolaryngology Allergy) 2007
- Chartware Boot Camp Training (electronic medical management) 2008