

Tammy Morales  
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Private

Loyal professional seeking a position with a major corporation as well as a progressive organization who will utilize my skills, training and experience, and be able to prioritize and operate pro actively and coordinate multi-tasks efficiently.

Skills:

OSHA Trained  
Vitals  
Billing  
Injections  
Patient Care  
Tray Set- up  
Manage Office Equipment  
ICD-9 CPT Coding  
Data Entry  
First Aid Certified  
H.I.P.A.A Trained  
Kk  
Filing  
Patient Care  
CPT Coding  
Instrument Sterilization  
Auto Clave  
Urinalysis  
Lytec  
Protomed  
CPR Certified

Work Experience

CMA  
Medical Arts Clinic  
June 2017-Aug 5 2019  
All Clinic duties

CMA  
Charlie's Place-Corpus Christi  
Sept 2015 to July 2016  
Responsibilities  
Passing meds to clients

Desk Aide

CRMC - Aransas Pass, TX  
February 2015 to Sept 2015

Responsibilities

Patient care And desk in med surg

Nurse Aide

Trisun/senior care center - Portland, TX

June 2014 to January 2015

Responsibilities

Give care to residents

Medical Assistant Back Office

Dr puente - Sinton, TX

May 2014 to June 2014

Responsibilities

Take pts back

Take vitals

Give injections

Document in emr

Medical Assistant Back Office

Dr sifuentes - Callalen

March 2014 to May 2014

Responsibilities

Take pts back

Take vitals

Give injections

Assist dr with procedures

Document in emr

Desk/Aide

Care Regional Medical Center - Aransas Pass, TX

August 2012 to February 2014

Patient care and unit secretary

billing and accounting

Manpower Staffing Agency

September 2011 to August 2012

AEP

- Answering multi-phone lines
- Faxing, making copies, and filing
- Forwarding e-mails to appropriate department
- Entering trouble call fees
- Entering service call fees
- Setting up critical care accounts

Extern

True Medical Imaging

February 2012 to March 2012

Answering multi-phone lines

- Faxing, making copies, filing
- Scanning patients charts
- Entering patient charts into Lytec
- Pregnancy Tests
- Appointment confirmation calls to patients
- Made patient Charts
- Confirmed patient insurance information
- Waited on patients
- Cancellation Log
- Assisted w/LOP's

PRN

Trisun Pavillion

September 2008 to September 2010

Answering multi-phone lines

- Distributing Medication
- Checking on patients every 2-3hrs
- Helped serve meals to patients
- Documenting medications
- Documenting patients charts
- Assisted with Daily Activities
- Assisted patients with Hygiene & Baths

Medical Assistant

Kaplan College - Corpus Christi, TX

2011 to 2012

Certifications

Certificate # 123154-595499110514