



ELIZABETH LINO

Bilingual medical assistant looking for an opportunity to make a difference while serving to the needs of others.

San Antonio, TX

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Bilingual medical assistant looking for a permanent home to use my qualities and abilities for the needs of others .

#readytowork

WORK EXPERIENCE

Phlebotomist/Medical Assistant

PathAdvantage - Dallas, TX

November 2017 to May 2018

Routine blood drawing.

Venipuncture.

Neonatal heel sticks and capillary punctures.

Knowledgeable in the use of standard phlebotomy equipment such as tourniquets, vacutainer tubes and sleeves, and butterfly needles and syringes.

Able to allay patient fears and elicit collaboration.

Medical Assistant

Dallas Metrocare Services

November 2015 to July 2016

November 2015-July 2016

- Document progress notes on a daily basis
- Improve health services, deal with emergencies and administer prescribed and effective medication
- Supported mental health team in psychiatric facility under the supervision of a direct Registered Nurse
- Provided a safe and secure environment for patients in an adult psychiatric, behavioral and addiction facility
- Restrained and deescalated agitated patient
- Monitored client use of medication for ex-felons, schizophrenia, bipolar, depression, personality disorder and substance abuse
- Translate for primary and psych consults/evaluations from Spanish to English

Medical Office Assistant

KHI Medical Solutions

November 2013 to October 2015

Answer multiple calls
Book patient appointments
Check patients in/out Managing reception
Maintaining records
Performing financial duties
Direct/indirect patient care activities
Contact insurance providers
Schedule patient transportation
Medical records

Medical Assistant Externship

May 2013 to July 2013

Drug screenings, surgical procedures, X-Ray's, performed TB and tetanus shots, vitals
Insurance verification, scheduled follow-up appointment, aid with workman's compensation patients

EDUCATION

High school diploma in Medical Assistant

Brown College

July 2013

SKILLS

- **MEDICAL TERMINOLOGY**
- **Bilingual**
- **CMA**
- **Phlebotomy**
- **Front Office**
- **Venipuncture**
- **Experience Administering Injections**
- **Medical Office Experience**
- **EMR Systems**
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- **Experience Administering Injections**
- **Insurance Verification**
- **Medical Office Experience**
- **Medical Scheduling**
- **Venipuncture**
- **Vital Signs**
- **Medical Records**
- **Epic**
- **Patient Care**

ADDITIONAL INFORMATION

SKILLS

Medical Terminology (3 years)