
REBECCA VELASQUEZ

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PROFESSIONAL SUMMARY

Medical Assistant with over 10 years experience in healthcare. Customer service oriented Medical Assistant skilled with greeting patients, scheduling appointments and preparing patient charts. Efficient skilled in tackling administrative and patient-oriented tasks in a fast-paced medical office.

SKILLS

Excellent Communication Skills
Dedicated team player
Bilingual in Spanish
Ability of Multitask
Self-Starter

Microsoft Word, Excel
Medical and Technical Knowledge
Records management professional
Highly developed interpersonal skills
Time management skills

WORK HISTORY

Medical Assistant, 06/2016 to Current

Proactive Physical Medicine – Bala Cynwyd, PA

- Scheduled appointments, registered patients and distributed sample pharmaceuticals as prescribed.
- Professionally and courteously verified appointment times with patients.
- Assisted in the maintenance of medical charts and/or electronic medical record (filing, Op Reports, test results, home care forms).
- Adeptly managed a multi-line phone system and pleasantly greeted all patients.
- Verified patients' eligibility and claims status with insurance agencies.
- Prepared patient charts accurately and neatly for the clinic.
- Interviewed patients to obtain medical information, weight and height measurements and vital signs.
- Prepared patient charts, pre-admissions and consent forms as necessary.
- Pre-certified medical and radiology procedures, surgeries and echocardiograms.
- Maintained strict patient and physician confidentiality.

File Prep, 01/2016 to 05/2016

Thomson Reuters, Inc. – Bensalem, PA

- Tracked incoming and outgoing files and materials.
- Located missing file materials.
- Prepared new files and assigned tracking identification numbers.
- Wrote documents outlining file management protocols.
- Sorted materials and file according to guidelines.

Housekeeping, 11/2014 to 10/2015

Kitchen Cleaning Services – Rio Grande, PR

- Changed bed linens and collected soiled linens for cleaning.
- Disinfected and mopped bathrooms to keep them sanitary and clean.
- Collected trash and moved garbage cans from kitchen areas to pick-up stations.
- Cleaned walls, windows, shades and curtains.
- Used chemicals and other cleaning equipment in a proper, safe and responsible manner.

Administrative Assistant, 10/2012 to 09/2014

Dependability Company, LLC – Philadelphia, PA

- Planned and coordinated logistics and materials for board meetings, committee meetings and staff events.
- Ordered and distributed office supplies while adhering to a fixed office budget.
- Managed office supplies, vendors, organization and upkeep.

- Directed guests and routed deliveries and courier services.
- Screened applicant resumes and coordinated both phone and in-person interviews.
- Answered and managed incoming and outgoing calls while recording accurate messages.
- Opened and properly distributed incoming mail.
- Helped distribute employee notices and mail around the office.
- Drafted biweekly time sheets for 30 executives and employees.
- Organized all new hire, security and temporary paperwork.

Medical Records Clerk , 02/2006 to 06/2012

Delaware Valley Orthopedics & Spine Center – Bala Cynwyd, PA

- Received and processed medical records requests.
- Received and routed medical records.
- Audited records for accuracy.
- Assisted in the maintenance of medical charts and/or electronic medical record (filing, Op Reports, test results, home care forms).
- Scheduled appointments, registered patients and distributed sample pharmaceuticals as prescribed.
- Professionally and courteously verified appointment times with patients.
- Verified patients' eligibility and claims status with insurance agencies.
- Prepared patient charts accurately and neatly for the clinic.
- Prepared patient charts, pre-admissions and consent forms as necessary.
- Determined prior authorizations for medication and outpatient procedures.
- Pre-certified medical and radiology procedures, surgeries and echocardiograms.
- Maintained strict patient and physician confidentiality.
- Maintained and updated collections tracking spreadsheet to help organize payment information for medical records request.

EDUCATION

High School Diploma: 2004

Olney High School - Philadelphia, PA

CERTIFICATIONS

Medical Assistant Diploma (MA)