**Cindy Anaya**

Baytown, TX 77520

Canaya0919@gmail.com – (281) 839-8641

College student with medical assistant and reception experience. Am in search for a full time position, fluent in Spanish.

Authorized to work in the US for any employer.

**Medical Assistant/ Checkout Reception**

Plaza OB/GYN – Houston, TX – January 2016 to August 2016

➢Fast-paced practice triaging patients by checking blood pressure, weight, fetal heart rate, and initiating proper progress note for doctor. Preparing rooms for in office procedures such as pap smears, colposcopy, endometrial biopsies, and cryosurgeries. Following doctors into rooms to assist with procedures and sterilizing rooms/speculums afterwards. Following up with patients calls for normal and abnormal lab results. Sending out medication under doctors’ orders and faxing imaging orders for patients in timely manner. Floater, assisted in check out reception by verifying benefits and collecting appropriate payment based on deductible, coinsurance or copay. Collecting balances and notifying patients what their next payment would be based on fee schedule provided. Scheduling and rescheduling appointments for patients and answering phones.

**Medical Assistant/ Sales**

Persona Doctors - College Park, MD - February 2015 to December 2015

College Park, MD

➢ Triaged patients, dispensed medication, and injections. Worked sales to sign new patients up for weight

loss program and initiated all testing including blood draw, ekg, metabolic oxygen test, and administering

intradermal injections. Assisted in reception area checking in/out patients and providing patient education.

Closed out daily money and collected payments from scheduled patients.

**Medical Receptionist/Medical Assistant**

Germantown Primary Care Associates - Germantown, MD - March 2013 to February 2015

➢ Handled a high volume of inbound/outbound calls for a multi-doctor practice and urgent care. Provided

patient education information over the phone and in person. Filed paperwork and send messages to

appropriate parties in timely manner. Called in prescriptions for patients and verified appointments. Provide

reimbursement support as needed and document for traceability. Preform insurance verifications, submit a

claim or appeal wherever necessary. When need interpreted from English to Spanish for doctors and patients

in exam rooms as well as over the phone. Closed out money and accounted for each patient’s fee on a daily

basis. Triaged patients, administered injections, and obtained medical history.

**Medical Assistant-EXTERNSHIP**

Montgomery Oncology Care and Hematology - Gaithersburg, MD - January 2013 to March 2013

Front desk: Greeting patients, new patient intake (charting and insurance), faxing and mailing, appropriately

receiving messages. Calling specialist for patient’s future appointments. Back office: Patient triage, assistance

with minor surgical procedures, and injections.

**Senior Customer Sales Associate**

Men's Wearhouse and Tux - Gaithersburg, MD - March 2008 to October 2012

Key holder (open and close), managed personal weekly sales/ commission, cashier, wedding representative

and consultant, called leads, set appointments, follow up with customers after appointments, tailoring, and

light cleaning.

**EDUCATION**

Everest College - Vienna, VA

2011 to 2012

Gaithersburg High School - Gaithersburg, MD 2006-2010