

ARIANE COLLINS

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WORK EXPERIENCE

BILINGUAL MEDICAL ASSISTANT ENDOCRINOLOGY DAY04/2018 - PRESENT

Los Angeles, CA

- Performs point of care testing
- Accepts delegated tasks from nursing colleagues within their scope of service to assist in the flow of patient care
- Prepare for scheduled patient visits <=48 hours prior to the appointment of each patient using protocol established for each location/service
- Make confirmation calls that are not completed by Televox to ensure all visits are in “confirmed” status prior to visit or per Department protocol
- Confirm authorization and/or collect referrals for the days' visit. Notify Pre-Registration and Authorization Department of visits scheduled same day, as necessary. Fax hard copy referrals to the PRAG department within 24 hours of receipt
- At the time of patient check-in, while maintaining patient confidentiality and all aspects of HIPAA,
- Maintains a safe patient/clinic environment; practice is in compliance with Eskenazi’s safety standards

BILINGUAL MEDICAL ASSISTANT FAMILY MEDICINE DAY09/2011 - 03/2018

Boston, MA

- Demonstrates good communication skills using appropriate medical terminology
- Exhibits legal and ethical professional conduct, follows organizational/site-specific protocols/processes
- Provides patient care which takes into account patient response to care provided, patient needs, problems, capabilities, limitations, and progress toward goals. Alters activities/behaviors to ensure adequate care appropriate to the age of patients served (i.e., pediatric, adolescent, adult, geriatric)
- Integrates cultural/population specific diversity needs into patient care as well as integrating physiological, psychological and cultural needs
- Measures and records vital signs, heights, weights, other parameters including pain assessment
- Interviews patient and records history, chief complaint, other findings
- Calls prescriptions (except Schedule II medications) to pharmacy for the provider per written orders
- Prepares patients for examinations and performs routine screening tests including EKGs
- Assists provider with exams and minor office procedures

BILINGUAL MEDICAL ASSISTANT02/2009 - 03/2011

Chicago, IL

- Experience required
- Completion of an approved course of Medical Assistant study, required
- Johns Hopkins Community Physicians - East Baltimore Center - Baltimore, MD
- Greet and communicate with each patient and family at the start of their outpatient visit and at each interaction using AIDET protocol (acknowledge-introduce-inform about duration-explain-thank)
- Prepare exam rooms, clinic equipment and computer technology for the patient visit by maintaining inventory and supplies for the outpatient experience
- Conducts family education assessment, pain question and medication reconciliation to prepare and assist with the provider for the medical examination related to anticipatory guidance
- Documents reason for visit, chief complaint, and initiates orders defined by the use of smart sets as appropriate for scope of service and Nemours’ protocol, as applicable by state and federal regulations

EDUCATION

EVEREST UNIVERSITY - POMPANO BEACH CAMPUS2005 - 2009

School's Degree in Patient Care

PROFESSIONAL SKILLS

- Proven working experience as a medical assistant or medical secretary
- Experience as a Medical Assistant or related experience in a medical setting
- Experience in a bilingual clinical setting. (Spanish speaking)
- Recent experience working in a medical facility, preferably medical office and/or recent externship at a medical facility/office
- ICD-9/10 and CPT coding experience
- Demonstrates competence/accountability in the administration of medications, treatments, performing tests
- Previous experience as a Medical Assistant (MA)