

JHENNY CARPIO

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SUMMARY: Career medical professional with over 13 years of experience ranging from surgery scheduling to supervising a team of personnel. Looking to use skills to further my professional career and further expand skills and knowledge.

QUALIFICATION

PROFILE: Professional background reflects operational expertise in the following areas:

Patient Relations	Training, Supervision and Scheduling
Inventory Controls	Strong computer skills and aptitude
Knowledge of Fed. & State HIPAA laws	Bilingual in Spanish & English
Familiarity of nursing practices	Knowledge of medical terminology

AREAS OF

SKILL:

CLINICAL

EKG'S
Vital Signs
Neurotrax
CPR/AED Certified (Exp.)
PFT's

ADMINISTRATIVE

Proficient in Word, Excel & Power Point
Typing – 50 wpm
Scheduling (Meditech, Epic, Medent)
Pre-Certification
Patient Chart Maintenance

PROFESSIONAL EXPERIENCE:

Penn Medicine – Lancaster General Hospital

Certified Medical Assistant

October 2019 – Present

- Prepare patients for examination
- Assist the physician during exams
- Conduct basic tests
- Apply dressings
- Assist with the administration of medication or vaccines as directed by physician
- Help authorizing prescription refills
- Work with assorted medical equipment
- Collecting and preparing lab specimens
- Performing basic lab tests
- Data Entry
- Scheduling appointments for imaging, lab or specialty services
- Answering phones/replying to e-mails
- Update patient medical records

Reading Neck & Spine Center

Spine Surgery Scheduler/Medical Secretary

November 2018 – June 2019

- Obtained surgery authorizations after insurance company verification
- Monitored and updated medical charts on a regular basis
- Prepared and submitted medical transcription and order reports

- Responded to patient and staff queries by telephone and e-mail
- Scheduled all patient radiology and surgery procedures
- Updated schedules in coordination with insurance companies, patients, and physicians
- Assisted radiology and other offices with procedure and surgery scheduling as needed
- Communicated with patients regarding pre-operative procedures as needed
- Gathered and updated all receipts and documents on a regular basis
- Assisted with front desk clerical tasks as required
- Determined surgeons' schedules and coordinated surgery scheduling accordingly
- Coordinated processes and routed all paperwork to meet both the facility and the surgeon's requirements
- Scheduled Medical, Cardiac and Pulmonologist Clearance prior to surgery
- Conducted patient pre-certification on proper insurance approvals for both medical care and appointments
- Scheduled post-operative follow-up appointments to ensure patient wellbeing

May Grant Associates

October 2016 – October 2018

Medical Assistant/Surgical Scheduler

- Scheduled patients for surgery and pre-op testing
- Prepared all necessary forms for surgery, referrals, medical and cardiac clearances
- Confirmed surgery reservation with facilities
- Reviewed medicine and health history as needed.

Bethany Children's Home

June 2014 – September 2016

Youth Worker/Medical Coordinator/Shift Team Lead

- Strong communication and interpersonal skills
- Skilled in providing security and continuity in the care of youth
- Worked with Cottage Support Staff, Case Manager and Clinicians to contribute for a safe environment
- Completed all incident and shift reports
- Planned and implemented a daily schedule of activities
- Assisted with referrals and admissions in the absence of Case Manager
- Assisted with completing all incident reports, HCSIS and Childline reporting
- Complied with mediation administration procedures and inventory
- Maintained knowledge of client's individual service plans and ensured staff compliance
- Trained and provided ongoing mentoring to Cottage Support Staff
- Maintained accurate recordkeeping and submitted timely approvals for staff and payroll records
- Ensured Cottage Support Staff were current on mandated and required trainings

Neurology and Stroke Associates

June 2013 – May 2014

Medical Secretary/Medical Coordinator

- Proficient in Medent, Epic, Meditech Health Systems
- Obtained prior authorizations and referrals for testing and medications (Navinet, NIA, etc.)
- Scheduled appointment and medical testing
- Checked out patients
- Answered multiple phone lines and returned patient phone calls promptly
- Complied with Federal and State HIPAA policies
- General faxing and emailing skills
- Assisted in drawing Botox for physician to administer to patients
- Managed multiple clinical medication trials for patients responsible for efficient and accurate follow up with patients on a daily basis
- Reported trial results back to physician in a timely matter

Lake Street – Family Practice
Medical Assistant

September 2007 – June 2013

- Obtained vital signs & finger sticks on patients
- Prepared exam rooms for physicians
- Assisted during GYN procedures
- Administered pediatric and adult immunizations
- Verified patient insurance eligibility
- Obtained prior authorizations for non-formulary & radiology testing

EDUCATION:

Berks Technical Institute, Wyomissing, PA

Associates Degree - Medical Assistant
Grad. Date – June 2007 GPA – 4.0

Alvernia University, Reading, PA

Bachelors of Science – Health Care Administration
Est. Grad. Date – August 2022 GPA – 4.0
Awarded entry to Delta Mu Delta, National Business Honor Society