

# Tanya Robbins

## Medical Assistant

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Certified Medical Assistant with 6+ years of experience providing excellent administrative support in hospital and clinic settings. Seeking to deliver expert-level care at PPMC. At Shawna Taylor Medical Center, saved \$120K through attention to detail.

## Experience

2016 - 2020

### Medical Assistant

*Shawna Taylor Medical Center, Sugarland, Texas*

- Provided expert medical assistance in busy hospital, including documentation, filing, patient care, education, and vital sign collection.
- Pre-certified 25% more patients than average for health care through insurance providers facilitating 15% revenue increase.
- Cleaned and stocked examination rooms for use by staff.
- Sent and received patient records as needed, maintaining 100% HIPAA compliance at all times.
- Assisted with the maintenance, calibration, and inspection of medical equipment according to daily checklist.

#### Key Achievement:

- Saved the hospital an estimated \$120,000 by spotting four serious malfunctions in medical equipment during inspections.

2014 - 2016

### Medical Office Assistant

*MedFast Network, Pearland, Texas*

- Worked as office assistant in high-volume medical clinic. Performed patient intake and documentation and assisted nurses and doctors.
- Welcomed and processed patients on arrival to clinic. Processed and performed data entry on applicable forms with 99.9% accuracy.
- Transmitted patient forms to insurance vendors. Achieved reimbursements 10% faster than clinic average.
- Maintained supplies inventory and restocked examination rooms. Worked with vendors to achieve 17% savings on medical supplies.

#### Key Achievement:

- Maintained 96% positive reviews from patients.

## Education

2014

### Sugarland High School

## Additional Activities

- Freelance typist.
- Volunteer 2x per month for Habitat for Humanity.
- Ride bike 70+ miles per week as self-care.

## Certifications

Certified Medical Assistant, AAMA

Basic Life Support, American Red Cross

## Skills

patient assessment