

Hunter Rangel

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Skills and Qualifications

- Microsoft suite - (Word, Excel, PowerPoint, Outlook, Access) Sororian, CSI, OAS GOLD, Google Apps, ECW,
- Self-motivated & driven, responsible, dependable, efficient, detail-oriented, problem solver, decisive, team-oriented,

Professional Experience

Medical Assistant

Hoag Memorial Hospital Presbyterian

January 2022-Present

- Performs a variety of back office and clerical duties in support of the patient care activities, ensuring even patient flow and continuous communication within HMG-HMTS, referring physician offices, and Organizational staff.
- Maintains a working knowledge of departmental standard operating procedures, including the use of specialized instrumentation, Quality Control requirements, and preventive maintenance.
- Answers telephones, schedules appointments, and handles front-office responsibilities as needed. Escorts patients to the exam room
- Assists the RN by collecting recording and reporting patient specific data that includes: TPR, BP, RR and HR
- Collects and handles lab specimens as directed, according to protocol
- Assists physician with examinations and procedures and carries out orders as directed

Patient Services Assistant 2

San Mateo Medical Center

June 2018 –August 2020

- Responsible for answering and keeping records of a high volume of incoming calls, completing reminder calls.
- Educating and assisting incoming patients with registration, appointment information, insurance, and wait time.
- Registering/pre- registering new and existing patients, adding and removing patient charges and diagnoses, verifying patient eligibility.
- Documenting, recording, and entering patient visits, billing information, insurance plans, and other confidential information in Electronic Medical Records and billing programs.
- Collecting payments from patients in person and through online billing services. Updating and maintaining accurate records in Electronic Medical Records, billing programs.
- Proficient at working in Billing Services, Laboratory, and Emergency Services.

Senator For the College of CEAS

Cal State University East Bay

July 2017 – June 2018

- Work with representatives for College of Education and Allied Studies.
- Work in concert with advisors/staff on campus to design programs for students to their respective college.
- Regular Board member of Student Government that manages \$1.9 million in operations and programming.

Operations Supervisor

Cal State University East Bay

April 2016 – June 2018

- Supervise all staff on the clock, be on call for emergency services, delegate staff breaks and cover all departments, set up different equipment for members, enforce all policies on staff and members, report to Managerial staff the quality of staff work.
- Open and close the facility as first and last staff in/out. This leadership role has helped me develop my professionalism with co-workers and co-supervisors.

Education

California State University, East Bay

September 2013- August 2018

- Bachelors of Science in Kinesiology – Therapeutic Studies

University of San Francisco

August 2020- August 2022

- Masters of Science in Nursing

Volunteer Experience

Physical Therapy Aid

FYZICAL

September 2017- December 2017

- Assist Physical Therapist with electrical stimulation, ultra sound, and infrared machines to help aid patients.
- Take injured patients through various exercises determined upon injury and Physical Therapist