

Tina Bonavich

Certified Medical Assistant/Administrative Assistant

Denver, CO 80239

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Experience providing front-office back-office support, I am a dedicated and motivated Medical assistant Behavior Health Scheduling Coordinator experience with excellent patient relations skills. I have extraordinary commitment to providing exemplary care, work and engage with diverse population.

Authorized to work in the US for any employer

Work Experience

Caregiver/Personal Assistant

Comfort Keepers - Centennial, CO

May 2022 to Present

Home management and care planning Medical advocacy Prescription medication management Help with personal hygiene and care Assisting with meals and nutrition Help with mobility Home maintenance and basic housekeeping Transportation Keeping them company Reporting and monitoring

COVID-19 Tester

Covid Check Colorado - Denver, CO

October 2021 to Present

Nasal swab test hand given saliva test provided care for over 600 patients a day

Home Health Aide

Family Tree Home Health Care - Denver, CO

September 2019 to October 2021

Obtain Vitals care for paraplegic bed side manner hygiene care companionship housekeeping prepare meals

Certified Medical Assistant

Behavioral Health Group - Denver, CO

August 2019 to October 2020

Work front/back office obtain vitals UDS phlebotomy TB testing upload lab test into clients charts. Check clients in over 400 answer phones collect billing.

Certified Medical Assistant

COLORADO COALITION FOR THE HOMELESS - Denver, CO

January 2018 to June 2019

Obtain vital signs room patient. Care Guidelines injections phlebotomy Ekgs Spirometry. BHP PHQ9 EMR EHR UDS Nurse Line Glucometer A1C CIIS CORHIO NexGen Behavioral Health Distribute clothing Referrals Autoclave sterilization of equipment

Certified Medical Assistant/Administrative Assistant

Maxim Healthcare Staffing Company

2012 to January 2018

Work at numerous sites, obtain vitals, room, blood draws, injections, call in RX, work with Microsoft EMR/EHR, work front/back office cross trained Epic Greenway Referrals

Certified Medical Assistant

MDSI

2005 to 2012

Obtain vitals, blood draws, Perform PFT's, maintain manual patient charts, Stock/order, open/close, Clean rooms up to health regulations.

Certified Medical Assistant-Employers Health

Employers Health - Denver, CO

2007 to 2008

Checked in patients obtained vitals, Suture removal, administered immunizations and injections, Performed blood draws, Called for insurance referrals.

Certified Medical Assistant

Swedish Medical Center - Denver, CO

2005 to 2007

Work with geriatric population, Checked in patient obtain vitals, Perform EKG's, Schedule appointments as well as specialty care, Set-up HHC Call in RX to pharmacy, Provide patient education, and administer injections. Transport pt to room car or to x-ray CT AMRI

Education

Associates in Occupational Science

Westwood College - Denver, CO

2012 to 2012

High school diploma or GED

Skills

- Microsoft Outlook, TIER, Microsoft windows 2010 EHR, EMR (10+ years)
- EMR
- Injections
- Vital Signs
- Epic
- Patient Care
- CPR Certified
- EKG
- CPR
- Venipuncture

- Receptionist
- EHR
- Filing
- Medical Records
- Microsoft Word
- Phlebotomy
- Scheduling
- Time Management
- EMR Systems Epic/Next Gen/Synergy
- Office Experience
- CPT Coding
- Medical Billing
- Medical Office Experience
- Insurance Verification
- Medical Office Management
- Behavioral Health
- Clerical Experience
- Medical Terminology
- ICD-10
- Transportation (10+ years)
- Medical Scheduling
- Phone Etiquette
- Anatomy Knowledge
- Medical Coding
- ICD-9
- Food service
- Customer service
- Cleaning
- Cerner
- Quality Assurance
- Computer Skills
- Caregiving
- Communication skills
- Medical collection
- Research
- Sterile processing
- English
- Laboratory Experience
- Experience with children
- Basic math

- Laundry
- Hospital experience

Awards

President`s List

March 2012

Certifications and Licenses

Certified Medical Assistant

CPR Certification

BLS Certification

Assessments

Logic & critical thinking – Familiar

July 2019

Using logic to solve problems.

Full results: [Familiar](#)

Problem solving – Completed

July 2019

Measures a candidate's ability to analyze relevant information when solving problems.

Full results: [Completed](#)

Home health aide skills – Proficient

February 2021

Providing care to patients in a home setting

Full results: [Proficient](#)

Nursing assistant skills – Proficient

July 2021

Providing nursing aid to patients using knowledge of relevant equipment and procedures

Full results: [Proficient](#)

Medical terminology – Familiar

July 2021

Understanding and using medical terminology

Full results: [Familiar](#)

Customer focus & orientation – Familiar

July 2021

Responding to customer situations with sensitivity

Full results: [Familiar](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

Skills & Abilities

- Ancillary Testing
- Auto Claving
- Blood draws
- Bookkeeping & Filing
- Breathalyzer Testing
- Covid swab / Saliva tester
- CPR/BLS Updated Certifications
- Data Entry
- EHR/EMR
- EKG/ PFT Testing
- Administrative Assistant 1
- Eye/Ear Lavage
- HIPAA & JCAHO Knowledge
- ICD-9/CPT
- Injections
- Medical Billing & Coding
- Medical Office Management
- Medical Records Managements
- Medical terminology
- Medication Dosage
- Obtain Vitals
- Patient Education Patient Scheduling
- Pregnancy/Rapid Strep Tests
- ROI Forms
- Scan Charts
- Spirometry
- Suture Removal
- Tray Set-up/UD
- Behavioral Health