Daniela Ochoa, CMA (AAMA)

daniela.ochoa@email.com · (210) 555-0137 · San Antonio, TX · linkedin.com/in/danielaochoa

September 15, 2026

Ms. Salazar
UT Health San Antonio, Family and Community Medicine
San Antonio, TX

Re: Certified Medical Assistant, Family Medicine

Dear Ms. Salazar,

Your posting mentions a clinic where more than half of visits are in Spanish and providers expect patients roomed and ready before they open the chart. That describes the last four years of my work at University Health's family medicine clinic, and it is the part of the job I do best.

I room 22 to 28 patients a day for two physicians and a nurse practitioner in Epic, with vitals, histories and medication lists done before the provider walks in. I draw 15 to 20 samples a day, give IM and subcutaneous vaccines on provider order, and document every dose in ImmTrac2; our clinic had no findings on its 2025 Vaccines for Children site visit. I also prepare pre-visit care gap lists, which helped our A1c testing rate climb from 71% to 84%.

Before that, at a three-provider private practice, I handled about 45 prior authorizations a month and brought a three-week backlog down to four days. I mention it because your posting lists referrals and authorizations alongside clinical duties, and I am comfortable splitting a day between both. I hold the CMA (AAMA) and a current AHA BLS card, and I have trained six new MAs on our rooming workflow.

I would be glad to come in for a working interview or shadow shift so you can see how I run a room. You can reach me at (210) 555-0137.

Sincerely,

Daniela Ochoa, CMA (AAMA)