

Objective

Responsible for Ordering department supplies and issues out of service tickets for equipment, and also Performing general clerical duties including use of computer systems, paging, faxing, obtaining signed medical releases and records.

Skills

Excellent Communication, Multitasking, Self Motivated,.

Work Experience

Hospital Unit Secretary

UC Irvine - 2008 – 2008

- Answered Multiple phone lines, prepare correspondence documents, forms and reports.
- Entered patient data to the registration system, confirm patient procedures.
- Experienced using computer, including data entry and retrieval.
- Familiared with medical terminology.
- Collected payment from patients Organizes and maintains a filing system for patient charts, including generating chart numbers, filing, and pulling charts.
- Presented numerical data effectively.
- Able to read and interpret written information.

Hospital Unit Secretary

Delta Corporation - 2006 – 2007

- Administrative duties including filing, patient records transfer, answer phones, keeping track of doctors and patients schedules, equipment requests .
- Transcribing physicians orders.
- Answering phones documenting and transcribing doctors orders in medication record .Faxing follow up appointments assisting nurses and doctors filing .
- Friendly and timely assistance of patients and visitors in locating specific departments and services and keeping them up-to-the-minute on status of .
- Improved the systematic control of the creation, distribution, use, maintenance, and proper disposal of records in accordance with company policy and .
- Streamlined patient care coordination with other departments, specialists, and labs.
- Ensured seamless workflow of busy, fast-paced CCU, MICU, and Telemetry Units.

Education

Child Development