Nursing Secretary

ROBERT SMITH

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Objective

Seeking the position of Nursing Secretary. Over 25+ years of experience in performing data entry/clerical duties and has worked in the healthcare industry for 20+ years; Eight years of experience in credentialing.

Skills

Computer Skills, Phone Etiquette, Customer Relations.

Work Experience

Nursing Secretary

ABC Corporation - October 2004 – May 2007

- Created the staff schedules (Nursing & Registrars) with the Juggler system (Access database).
- Answered donor medical eligibility questions and concerns.
- Mailed out correspondences to physicians and donors.
- Handled all timesheets for 50 + department staff members.
- Completed Donor Adverse Reaction Report Form.
- Entered information into the Blood Banks main database (DMIS).
- Handled new hires folders, locks, and etc.

Nursing Secretary

Delta Corporation - 2010 – 2012

- Pulled charts for the doctors and nurses, filed the charts, scheduled appointments for follow up, scheduled appointments at various hospitals.
- Observed strict confidentiality and safeguarded all patient-related information.
- Reviewed and approved time cards for processing by the payroll department.
- Monitored staffing patterns and nursing care hours for efficiency and made changes when necessary.
- Served as liaison between management & clinical staff. Recorded student absentees.
- Directed student questions to the proper person.
- ${job_description27}

Education

High School Diploma - (McKinley High School - Honolulu, HI)

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