**PROFESSIONAL SUMMARY**

Organized hospital unit clerk who smoothly prioritizes tasks while juggling multiple duties and continuous interruptions. Exceptional communication skills, health information technology, patient care coordination, and file maintenance. Experienced working responsively with physicians, nurses, patients and their families in multiple hospitals.

**EDUCATION**

Associate in Science, Expected May 2022

Amarillo College - Amarillo, TX

Health Unit Coordinator

Amarillo College, Amarillo, TX

**CORE QUALIFICATIONS**

* Administrative expertise
* Medical record management
* Outstanding clerical skills
* Time management
* Superb written and verbal communication skills
* Supply acquisition and maintenance
* Patient Transportation

**RELEVANT SKILLS & EXPERIENCE**

* Compiled patient records and file them properly for easy access
* Greeted visitors at the desk in a friendly and courteous manner
* Filed patients’ information at the time of admittance
* Ordered supplies according to instructions from doctors and nurses
* Answered telephones and directed guests to respective units
* Entered information of patients’ vital signs into their medical records
* Recorded physicians orders and instructions issued to patients on charts and records
* Prepared patient’s discharge file for accounts department
* Informed visitors on rules for visiting patients
* Conversed with patients for feedback on provided care and services
* Arranged transportation for patients

**WORK HISTORY**

Affiliated Foods, Inventory Control Auditor – 2014 – 2016

Toot’n Totum, Guest Services Represented – 2013 – 2014

Medical Records Clerk, Texas Tech University Health Sciences Center – 1994 – 2012