

GENERAL ACCOUNTANT

Career Focus

To obtain a position which will allow me to utilize skills I have acquired through my education and work experiences while continuing to expand my knowledge. Energetic and motivated student dedicated to providing top-quality patient care. I have ten years of administrative support service with five years of that being in a senior position. I work proficiently in a team environment and demonstrate excellent interpersonal skills. I am detailed and multi-task oriented and believe that I can efficiently accomplish any task placed before me.

Licenses

Basic Life Support (BLS) Certification 2013-Present

Skill Highlights

- Skilled in conducting physical assessment
- Post-operative care
- BLS certified
- Committed to pediatric nursing
- Type 72 WPM
- Computer skills: MS Word/Excel/PowerPoint/Outlook, RIS, Health Connect, Symposium, Mainframe, Abraxas, SAP

Professional Experience

General Accountant

April 2010 to April 2011 Company Name i¼ City , State

- Responsibilities: Maintain general ledgers, bookkeeping, generate reports from Dun and Bradstreet, establish credit limits for new customers, balance books for end of month closing.

Medical Biller/Collector

December 2009 to April 2010 Company Name i¼ City , State

- Responsibilities: Post charges/payments, Maintained patient charts and confidential files, transcription, prepare progress reports for workers compensation cases, process liens for liability cases, manage M.D.'s calendars, prepare subpoenas, answer high-volume phones, front desk check-in and scheduling.

Lead of Clerical Services

August 2000 to December 2009 Company Name i¼ City , State

- Responsibilities: Provide administrative support for senior management, present education/training to all new clerical staff, including cross-training for multiple service areas, Maintained patient charts and confidential files., prepare statistical reports for senior management, transcribe diagnostic reports, prepare weekly staffing assignments, coordinate calendars and meetings, involvement in interviewing new-hires, organize general staff meetings to provide information to all levels of workforce, in addition to minute taking, prepare special handling reports, provide performance evaluations for all clerical staff, and prepare invoices from outside facilities. Prepared for HIPAA and JCAHO reviews, ensuring required brochures and pamphlets were available to patients in all clinics.

Education and Training

Bachelor of Science : Nursing , 2016 California State University, Northridge i¼ City , State , USA

- Attendance: 2014-Current
- 3.56 GPA

Associate of Science : Nursing , 2015 College of the Canyons i¼ City , State , USA GPA: GPA: 3.77

Registered Nursing

- Attendance: July, 2008-Current
- GPA: 3.68

Functional Experience

- Completed 320 hours of clinical work
- Recorded patients' medical history, vital statistics and test results in medical records.
- Monitored post-op vitals, fluids, reviewed post-op orders and orient patients to unit.
- Assisted patients with healing and recovery after surgery.
- Provided education to patients on detox and withdrawal, medications, addiction, recovery, coping skills and community resources.

- Provided necessary health education training for patients.
- Provided behavioral/emotional support and supervision for those with dementia, Alzheimer's, schizophrenia and suicidal ideation.
- Assisted patients with multiple chronic diagnoses including COPD and asthma. Evaluated patient care needs, prioritized treatment and maintained patient flow.
- Tested glucose and administered injections.
- Monitored patient's respiration activity, blood pressure and blood glucose levels in response to medical administration.
- Assisted patients with bathing, dressing, daily hygiene care and grooming.
- Patient Advocacy
- Explained treatment procedures, medication risks, special diets and physician instructions to patients.

Skills

Healthcare: Â

Sound, ethical and independent decision-making ability consistent with medical protocols, Patient advocacy, Post-operative care, Medical-Surgical experience, Mental Health experience, Operating room experience, patient education, Glucose monitoring, Strong assessment skills

People skills : Great bedside manner, Enthusiastic people person, Advanced problem-solving, Great organizational skills

Clerical: Administrative support, Balance, Bookkeeping, Clerical, Closing credit, Customer Service, Dun, Senior management, Imaging, Mainframe, Medical Billing, Medical Transcription, Minute taking, Excel, Outlook, PowerPoint, 2000, MS Word, Nursing progress, RIS, SAP, Scheduling, Staffing, Supervisor, Symposium, Phones, Transcription, Type 72wpm