



# Hargers Fonda

## Unit Clerk Pediatric Intensive Care Unit

### Summary

I'm 34-old Unit Clerk Pediatric Intensive Care Unit with over 10 years of experience in Knowledge of Medical Terminology , Excellent communication, judgment, and problem-solving skills and Strong critical thinking and problem solving skills . Certified in Security+ CE certification is and ITIL v3.0 Foundations certificate and equivalent. Must be willing to participate as a team player.

### Experience

#### Unit Clerk Pediatric Intensive Care Unit Feuerberg Hospital Online , Wellington, WV

2017 to Present

- Enhances personal growth and development through participation in educational programs and inservice meetings
- Monitors and assists with patient logistics to include admissions, discharges, status of diagnostic tests, etc
- Handle multiple phone lines and accurately and efficiently handle all calls (incoming and out going)
- Orders and/or re-orders medications floor stock items, and other supplies as needed to maintain adequate inventories
- Greet visitors and patients as applicable and conducting them to the appropriate location or person as needed
- Adheres to the MHS Code of Conduct and demonstrates ethical behavior as expected by our patients, colleagues and community

#### Unit Clerk Dialysis Clinic Ebeling Nursing , Wetumpka, AL

2014 – 2017

- Perform multiple tasks simultaneously, sometimes during difficult or stressful situations
- Assists patient with physical care needs (ADL's, ROM, toileting, nutrition, etc.)
- Prepare materials and perform admissions, discharges and transfers in medical records/E.H.R
- Prepare medical records for facsimile or mail related to travel, transplant, disability and others
- Provides high quality clerical assistance to nursing and medical department staff members as requested

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### Skills

- Excellent communication, judgment, and problem-solving skills
- Strong critical thinking and problem solving skills
- Knowledge of Medical Terminology
- Personal computer skills
- Unmatched problem-solving and issue-resolution skills
- Must be willing to participate as a team player

### Reference

#### Blecha Karine

Head of Healthcare  
Feuerberg Hospital Online

📞 445-138-5981

✉️ k.blecha@medicalfieldjobs.com

#### Eckloff Corrina

Head of Healthcare  
Ebeling Nursing

📞 221-175-7468

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**Aide / Unit Clerk PRN, Cardiac Imaging .F**  
**Hortein Medico Associates , Honey Grove, PA**

2012 – 2014

- Assist with mailings, answering telephones and taking/relaying messages; type routine correspondence and complete forms
- Notify the resident's responsible party when there is a change in the resident's condition as instructed
- Assist in arranging for and making resident appointments for diagnostic and therapeutic services
- Adheres to the MHS Code of Conduct and demonstrates ethical behavior as expected by our patients, colleagues and community
- Notify, as instructed, the resident's responsible party when the resident is involved in an accident or incident as instructed

**Monitor Tech / Unit Clerk**  
**Townsend Nursing , Upper Lake, CA**

2011 – 2012

- Assists patient with physical care needs (ADL's, ROM, toileting, nutrition, etc.)
- Adheres to the MHS Code of Conduct and demonstrates ethical behavior as expected by our patients, colleagues and community
- Seeks guidance from the RN when unsure of the appropriate approaches to patient care
- May handle, pick up, deliver, or stock non-controlled medications as directed by a licensed team member

**Unit Clerk for Mental Health Crisis Stabilization Unit**  
**Disotell Nursing & Co , Gaylord, MN**

2009 – 2011

- Assist with mailings, answering telephones and taking/relaying messages; type routine correspondence and complete forms
- Adheres to the MHS Code of Conduct and demonstrates ethical behavior as expected by our patients, colleagues and community
- Perform multiple tasks simultaneously, sometimes during difficult or stressful situations
- Accurately schedules, requests, or communicates necessary patient information with regard to hospital privacy policies

**Education**

**Degree in Healthcare specialisation**  
**University of Strawberry, CA**

2005 – 2009