Top of Form

Bottom of Form

#\*\*TIKA SMITH\*\*

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#Summary

Success-Driven team player, experienced in achieving business goals and meet expectations. Ability to work both independently and in a team setting. Self-Starter, with the ability to prioritize and work proactively.

#Work Experience

## Snoqualmie Valley Hospital (Snoqualmie, WA)

\*\*Discharge Coordinator (On-Call)\*\* (2/2016 - Present)

Out-processes patients from clinics to include:

\*Follow up appointments

\*Exit instructions or education

\*Upload visits into patient portal and Enroll patients into the portal(https://patientportal.intelichart.com)

\*Discharge patients from registration module when visit documentation is complete

Processes Healthcare Maintenance letters as directed by Practice Facilitator

Set up referral for patients to Specialty Clinics as directed by their providers

Back up/Support nursing staff with difficult draws

## Group Health Cooperative (Bothell, WA)

\*\*Clinical Lab Tech (Phlebotomist)\*\* (7/2013 - Present)

\_Work in busy clinical lab servicing primary care patients performing venipuncture, and performing point of care testings such as\_:

\*Stat Pregnancy Tests

\*Spun Hematocrits

\*Rapid Streps

\*Stat Glucose

\*Stat UA’s

\*Stat EKG’s

Additional Responsibilities:

\*Entering results into lab computer

\*Cleaning and stocking lab, draw room and ekg room

\*Receiving specimens from clinic and home health nurses

\*Preparing slides for Malaria Smears and Stools

\*Processing specimens and sending to main lab for further processing via lab courier

\*Ordering supplies

\*Performing daily and monthly QC’s on Lab Instruments, and on waive testing kits

\*Performing CAP testings and entering results online

## Overlake Hospital Medical Center (Bellevue, WA)

\*\*Clinical Laboratory Tech (Phlebotomist)\*\* (2/2012 – 10/2014)

Worked in busy hospital lab performing venipuncture on inpatients, and ER when needed

\*Received specimens on lab computer on inpatients and outpatient clinics

\*Worked in blood bank assigning blood products to patients, entering results in lab computer, QC/Cleaning of Blood Bank instruments and Blood Bank Billing

\*Processed specimens for tech benches and send outs

\*Ordered labs in hospital computer upon request of the health team, entered results into lab computer, and faxed results upon request

\*Performed POC Testings

- Volunteer EMT-B [Sandy Springs Volunteer Fire Department] (http://ssvfd.com)

- Vascular Access Technician [Mayo Clinic] (www.mayoclinic.org)

- CPR Certified

- 23 years of effective phlebotomy, IV, EKG, ABG and Computer skills in a Hospital, Clinical or Pharmaceutical setting.

[Snoqualmie Valley Hospital]: http://www.snoqualmiehospital.org

[Group Health Cooperative]: http://www.ghc.org

[Overlake Hospital Medical Center]: http://www.overlakehospital.org