Dawn Zurick Beilfuss

Certified EKG Technician (CET) | Healthcare Professional

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🏥 HEALTHCARE PROFESSIONAL SUMMARY

Newly Certified EKG Technician combining **40+ years of healthcare administration experience** with fresh **cardiac monitoring expertise**. Recently completed comprehensive EKG training and earned **National Healthcareer Association (NHA) Certified EKG Technician (CET) credential**. Seeking to leverage extensive patient care background and new cardiac monitoring skills in hospital, clinic, or cardiovascular specialty practice settings.

🫀 CARDIAC MONITORING & EKG EXPERTISE

Current Certifications

- ✅ **Certified EKG Technician (CET)** - National Healthcareer Association (NHA), July 2025
- ✅ **Medical Terminology Certificate** - McHenry Community College, Summer 2025
- 🎓 **Basic Nursing Assistant Certificate Program** - In Progress, Fall 2025

EKG & Cardiac Monitoring Skills

- EKG/ECG Testing and Monitoring
- Cardiac Rhythm Analysis
- Patient Cardiac Assessment
- Holter Monitor Setup and Analysis
- 12-Lead EKG Interpretation
- Stress Test Monitoring
- Patient Education on Cardiac Procedures
- Medical Terminology (Cardiac Focus)

🏥 EXTENSIVE HEALTHCARE EXPERIENCE

Fox Lake Animal Hospital | Front Desk/Veterinary Assistant

January 2023 - February 2024

- Managed patient flow (60-80 patients daily)
- **Patient triage and assessment**
- Medical charting and documentation
- **Assisted in medical emergencies**
- Payment processing and insurance coordination

Midwest Sports Medicine | Supervisor, Front Desk & Call Center

1999-2002

- **Supervised high-volume medical office operations**
- **Insurance verification and patient scheduling**
- **MRI scheduling and coordination**
- Managed front desk and call center teams

Family Medicine Practice | Secretary for Family Physicians

1998-1999

- **Patient appointment scheduling and coordination**
- **Insurance reconciliation and verification**
- **Prescription management and refill coordination**
- **Chart analysis and medical record management**

Northwest Oncology and Hematology | File Clerk and Secretary

1995-1998

- **Specialized patient care for oncology/hematology patients**
- **Insurance verification and referral processing**
- **Multi-location medical office support**
- **Secretary support for physicians**

Osco Pharmacy | Certified Pharmacy Technician

1996

- **Licensed Pharmacy Technician (Illinois State License)**
- **Medication dispensing and inventory management**
- **Patient consultation and medication counseling**
- **Insurance verification and processing**

💪 CORE HEALTHCARE COMPETENCIES

Patient Care Excellence

- 40+ years of direct patient interaction
- Patient intake, triage, and assessment
- HIPAA compliance and patient confidentiality
- Emergency response and medical assistance
- Patient education and communication

Medical Administration

- Medical charting and record management
- Insurance verification and reconciliation
- Appointment scheduling and coordination
- Medical billing and payment processing
- Regulatory compliance (HIPAA, state regulations)

Technical Proficiency

- Healthcare scheduling software systems
- Electronic Health Records (EHR) systems
- Medical billing and practice management software
- Microsoft Office Suite and healthcare databases
- Quick adaptation to new medical technologies

Team Leadership & Training

- Supervised medical office teams (up to 9 staff members)
- Training and onboarding of new healthcare personnel
- Process improvement in medical settings
- Quality assurance and compliance monitoring

🏆 PROFESSIONAL STRENGTHS

- ✅ **Immediate Availability** for EKG technician positions
- ✅ **Fresh Certification** with current best practices knowledge
- ✅ **Extensive Patient Care Background** - understands healthcare workflows
- ✅ **Mature Professional** with strong work ethic and reliability
- ✅ **Excellent Communication** skills with patients and medical teams
- ✅ **Flexible Schedule** - available for various shifts and locations

📚 CONTINUING EDUCATION COMMITMENT

Currently enrolled in **Basic Nursing Assistant Certificate Program** (Fall 2025) demonstrating ongoing commitment to healthcare career advancement and professional development.

🎯 SEEKING OPPORTUNITIES IN:

- **Hospital Cardiac Units** - Telemetry, ICU, Emergency Department
- **Cardiology Practices** - Stress testing, routine EKGs, Holter monitoring
- **Outpatient Clinics** - Pre-operative EKGs, routine cardiac screening
- **Urgent Care Centers** - Cardiac assessment and monitoring
- **Primary Care Practices** - Routine EKG services

📞 READY TO CONTRIBUTE

Available for immediate employment, flexible scheduling, and eager to bring both fresh EKG expertise and decades of healthcare experience to your medical team. References available upon request.

Let's discuss how I can support your cardiac monitoring needs!