

ROBERT SMITH

Jr. Health Service Technician

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SUMMARY

To begin a Health Service Technician career with an organization that will allow to fulfill passion for helping others while utilizing professional and interpersonal skills.

SKILLS

Management , team player, multi-tasking.

WORK EXPERIENCE

Jr. Health Service Technician

United States Air Force - June 2012 – 2020

- Serves as the Physical Evaluation Board Liaison Officer (PEBLO) for the Medical Treatment Facility (MTF) in Andrews Air Force Base in Maryland and its geographic area of responsibility.
- Performs counseling, data collection, medical coordination, and procedural work related to Medical Evaluation Board (MEB) processing and Temporary Disability Retired List (TDRL) reevaluations.
- Coordinates evaluation appointments; schedules follow-up appointments for National Guard and Reserve Component (RC) personnel for approved line of duty (LOD) related injuries.
- Maintains and safe guards both hard copy and electronic medical information.
- Releases medical information to authorized personnel in accordance with established guidelines.
- Advises Airman of the necessity of obtaining sufficient documentation (medical and non-medical) concerning the Airmans ability to perform military duties and the severity of the Airmans disease or injury.
- Informs the service member of his/her ability to appeal further to the Physical Disability Agency and to the Air Force Board of Corrections for Military Records if all previous appeals fail.

Health Service Technician

Delta Corporation - 2010 – 2012

- Ensures patient valuables are protected Make sure contraband items are not accessible to patients without supervision Conducts searches in manner .
- Watching clients, taking vital signs, taking them to cafeteria for lunch, assisting them to the designating area for smoke breaks every two hour.
- Document notes in client chart book at the end of night.
- Supervised and watched mental health patients at Hospital,also transported patients to appointments,classes and special events Accomplishments Great .
- Review applications and screen applicants for the County Indigent Health Program Schedule appointments to travel to Burleson, Madison, Grimes, .
- Investigate property, bank records, and employment history for eligibility Refer clients to other government agencies that they are eligible for.

- Act as a liaison between clients and Project UNITY, Brazos Food Bank, Tx DARS, Healthpoint, and many other agency programs.

SCHOLASTICS

- Associates in Science - 2012(Community College of the Air Force - USAF)