

Health Service Technician

ROBERT SMITH

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Objective

To gain experience and to further my career in within your company. Hard worker and quick learner; put a lot of pride and integrity in work. Customer oriented and multi task with excellent customer service.

Skills

Microsoft Office, Management.

Work Experience

Health Service Technician

167 Airlift Wing ANG - December 2009 - 2020

- Manages, maintains, and safeguards all medical records and operations for the 167th medical group by following policies and procedures.
- Performs quality checks and assure medical record reviews on incoming and outgoing records, and perform and report necessary changes.
- Creates new record folders when required for new patients and enlistees.
- Guides all patients with great customer service and assistance with the unit for procedures and responsibilities regarding physical exams, immunization requirements, and record charge-out and return policies to ensure compliance and ability to deploy of all base members.
- Resolves medical record discrepancies by gathering and analyzing information.
- Notifies health care providers of record deficiencies once reviewed.
- Tracks medical records and patients through the Trac2es tracking system within the ERPSS, En-Route Patient Staging System, team and generates patient manifests for incoming and outgoing patients during a deployable situation.

Health Service Technician

Delta Corporation - 2008 - 2009

- Work directly with patients in diagnostic setting.
- Ensure safety and security for all clients.
- Observe and document patient data, behavior and activities.
- Showcase medical knowledge, technical skills and physical strength.
- Assist psychiatric patients with meals and activities of daily living utilizing therapeutic communication.
- Assist licensed staff with vital signs and facilitation of group therapy sessions.
- Observation and documentation of patient activities to ensure patient safety.

Education

ASSOCIATE in Health Service Technician - July 2010(Community College of the Air Force)