**Bradley H. Allen** 9333 SE 139th Ave. Happy Valley, Oregon 97086

[**Brad@ncbible.com**](mailto:Brad@ncbible.com) **503-384-2282**

**Highlight of Qualifications**:

• Nineteen years health care and customer service experience greetings patients for a variety of medical

procedures in a 24 hour, 7 day a week environment and in a highly active fast paced setting such as the

Emergency department, ICU, Floor patients, and both Inpatient and Outpatient setting.

• Verification of patient demographic and treatment information.

• Strong complex problem solving skills and the ability to make decisions independently.

• Maintaining billing accuracy and compliance per hospital policies.

• Appointing and Messaging: Took messages as required according to scripts and guidelines.

• Scheduling, verification, rescheduling, and cancelation of patient appointments.

• Made copies or scans of patient identification, insurance information and other related forms and

documents.

• Explained basic medical clinic policies and procedures to patients.

• General Services: Stocked appropriate forms and supplies. Demonstrated responsibility in handling

supplies and equipment in a cost-effective manner and according to standards such as policies, procedures, and infection control guidelines.

• Assisted patients by providing phone numbers, facility directions and office layouts.

• Performed all other duties as assigned consistent with job description.

• Nineteen years’ experience keyboarding/typing and navigating multiple computer applications in a

Windows environment including data input.

•Eight years’ experience with EPIC applications.

• Excellent verbal and written English communication skills.

• Excellent organizational skills, flexibility and ability to switch tasks frequently.

**Experience:**

**Sunnyside Kaiser Medical Center, 10180 SE SUNNYSIDE ROAD, CLACKAMAS, OR 97015. Nov. 2007-Aug. 2011**

**Staff Respiratory Therapist:**

* Evaluated, treated, and cared for patients with breathing and cardiopulmonary disorders.
* Consulted with physicians and other healthcare staff in development and modification of patient care plans.
* Instructed other therapists, physicians, nurses, and others in the use of respiratory equipment and techniques.
* Provided complex therapy requiring considerable independent judgment, such as caring for

patients on mechanical ventilation, in addition to over three years in post-open heart intensive care unit.

* Practiced therapist-driven protocols requiring management of mechanical ventilators using various modes of ventilation.
* Part of the rapid-response team that assessed patient’s need for increased level of therapy and made recommendations

**Legacy Meridian Park Medical Center, 19300 SW 65th Avenue, Tualatin, OR. 97062. Apr. 1993-Nov. 2006**

**Staff Respiratory Therapist:**

* Over 14 years’ experience preforming EKGs
* Over 10 years in Pulmonary Function Test lab
* Set up, downloaded, and edited Holter Monitors
* Set up and downloaded overnight, continuous oximetry.
* Provided for basic, as well as, complex respiratory needs and services (as described above).

**US Army** **Active Duty 1974-1976- Honorable Discharge**

Clerk Typist, Air Defense Artillery

**Education:**

**Mount Hood Community College, Gresham, OR**

Completed Associate of Science degree in Respiratory Therapy

**Clackamas Community College, Beaver Creek, OR**

One year general studies

**Portland Community College, Portland, OR**

One year general studies

**Theological Studies Program 1986-1991**

Study of Theology, Philosophy, Reformation, Denominational and Church history, Ancient Languages (Biblical Greek and Hebrew), and Church Leadership Training

**References:**

Personal and professional provided upon request