

Kelly HILL

Sleep coordinator/Polysomnography Technician/CSR Arlington, TX 76010

kfhdaavid62@gmail.com 817 724 7671

Authorized to work in the US for any employer

#### Work Experience

Certified polysomnographic Greater Dallas Lung And Sleep - Ennis, TX September 2016 to September 2017

Performing Diagnostic and therapeutic testing for patient who have sleep apnea and other sleep disorders. Compliant with the AASM and BRPT standards. Experience in 10/20 international hookup procedure, CPAP, BIPAP, AVS therapy. MSLT and MLT testing. Cpap setups, mask fitting. Patient care. CPR certified.

Polysomnographic Technologist Stat Medical - Rockwall, TX October 2015 to September 2016

Performing Diagnostic and therapeutic testing for patient who have sleep apnea and other sleep disorders. Compliant with the AASM and BRPT standards. Experience in 10/20 international hookup procedure, CPAP, BIPAP, AVS therapy. MSLT and MLT testing. Cpap setups, mask fitting. Patient care. CPR certified.

Certified Polysomnographic Technologist SleepLink Southwest - Arlington, TX September 2011 to August 2015

Performing Diagnostic and therapeutic testing for patient who have sleep apnea and other sleep disorders. Compliant with the AASM and BRPT standards. Experience in 10/20 international hookup procedure, CPAP, BIPAP, AVS therapy. MSLT and MLT testing. Cpap setups, mask fitting. Patient care. CPR certified.

Certified Polysomnographic Technologist Sleep Healers Texas Health Resources - Dallas, TX April 2009 to July 2011

Performing Diagnostic and therapeutic testing for patient who have sleep apnea and other sleep disorders. Compliant with the AASM and BRPT standards. Experience in 10/20 international hookup procedure, CPAP, BIPAP, AVS therapy. MSLT and MLT testing. Cpap setups, mask fitting. Patient care. CPR certified.

Polysomnographic Technologist sleep Analysis centers - Arlington, TX March 2005 to May 2009

As a Polysomnographic Technician I would greet patients as they arrived for their Sleep study, gather patient information and necessary documents, collect and process payments if instructed. Explain to patient the sleep study process, the 10/20 international hookup procedure.

Calibrating equipment to insure a clean, clear recording of diagnostic or therapeutic data.

Monitor and document EEG, EKG, respiratory events leg movements, SpO2 rate, snoring and any additional information that may be of importance in helping the Doctor diagnose or prescribe therapy. Cleaning of equipment, mask, patient's room and lab. Experienced in ordering supplies, scheduling studies, CPAP setups, lab management. Patient care.

Sleep Coordinator Health First Medical Group LLC - Lake Worth, TX February 2005 to April 2007

Scheduled Sleep Studies for patients, Ordered Cpap/Bipap and equipment, Cpap and Bipap setups, patient education about equipment, following up with patients to help them be compliant, available in assisting them with reorders and any problems they may develop.

Showroom Manager, Customer Service Champion Windows - Bedford, TX February 2005 to

September 2006

Managed Showroom, I greeted customers, scheduled sales representatives with customers, ordered products for installations.

Office assistant/Clerk Document Destruction ( now Brinks - Hurst, TX February 2003 to February 2005

Customer Service, scheduling, accounts receivable, worked with U.S.Custom .

Call Center / Member Services Beryl Group - Bedford, TX October 2001 to November 2002

Customer Service/ Members Benefit Services for Seniors Plus Insurance plan, assisted customers with questions and concerns regarding their policy's.

Office Manager/Customer Service Telecom Satellite Systems - Dallas, TX August 1987 to October 2001

Office Manager, Trainer, Customer Service, Technical support, AR/AP, General office duties  
Education

Certificate in Child Development Lamar University - Beaumont, TX September 1985 to September 1988

Skills

Performing Diagnostic and therapeutic testing for patient who have sleep apnea and other sleep disorders. Compliant with the AASM and BRPT standards. Experience in 10/20 international hookup procedure, CPAP, BIPAP, AVS therapy. MSLT and MLT testing. Cpap setups, mask fitting. Patient care. CPR certified. (10+ years), Greeting patients. Patient education regarding diagnostic and therapeutic testing as well as MSLT and MWTS. International 10/20 hookup procedure, CPAP setups, mask fittings, scheduling of both patient and technician. Training technicians. Proficient with Nexus Profusion, Biologics, Sandman, Somnistar and Alice 5 and 6. Travel Technician. (9 years), AR, Receivables, Accounts Receivable, Cash Application

Certifications/Licenses

Certified Polysomnographic Technician September 2014 to September 2017

Certified Polysomnographic Technician. Performs sleep studies on patient who may or has sleep apnea.

CPSGT September 2015 to September 2017

Certified Polysomnographic Technician and CPR CERTIFIED.

Groups

DARS member. The Daughters of the American Revolution February 2014 to Present

Additional Information

I am an experienced Sleep Coordinator / Sleep Technician who is punctual, knowledgeable, reliable and trustworthy. Patient care is extremely important. I enjoy working with patient and developing a relationship with them so that they feel comfortable in contacting me with any questions or problems. I also have a background in inbound and outbound customer service, accounts receivable, billing, call center csr. Office and Sleep lab management, scheduling staff, training and troubleshooting equipment. Available for all shifts. I have experience as a travel Polysomnographic Tech. Traveling to all areas of Texas and Southern Oklahoma, responsible for transporting diagnostic equipment, setting up equipment for diagnostic and therapeutic testing. I feel the qualities you are looking for in a candidate are qualities I possess. My goal as a Technician is to make each patient feel as if they were a family member and become

an employee who can contribute to the success of your company Thank you for you time and consideration.

Sincerely, Kelly Davidson