

Renadja Taylor

Clinic Manager/Instructor/ Contractor / Respiratory Care Practitioner / CCMA - Dallas-Fort Worth Area

Mansfield, TX 76063

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682-777-0596

Work Experience

Center Manager

Carenow Urgent Care Clinic - Grand Prairie, TX

April 2018 to Present

Maintain clinic records, Supervise Clinic employees, Payroll, Employee Training, Maintain petty cash, deposit drops, building teamwork, Monitor clinic wait time, mentor employee

Contractor / Respiratory Care Practitioner/ MA

Dallas-Fort Worth Area

August 2012 to Present

Patient care/ education / assessment/ vitals / Spirometry / PFT testing / PSG / Titration

EMR/ Chart prep / procedure & test ordering / Billing / coding

Triage patient calls and ensure that call are returned in a timely manner

CPAP & BIPAP / maintenance / patient education /Set-up Delivery

Trach change & care / effective patient care / Triage & critical care

MDI/Oxygen Therapy / Pulmonary Rehab / ADL's

Clinic Coordinator/ Instructor

Fortis College - Grand Prairie, TX

January 2017 to April 2018

Site visit, maintain student files/ Maintain all clinic records/ On-Broadening of new sites/ Delivery of lecture / laboratory instruction to student / Prepare course work in

accordance to protocol & standards / Preform student competency testing / maintain

student record and education requirements/HeartSaver and CPR Instructor

Respiratory Therapist

Private Duty - San Diego, CA

December 2009 to June 2011

Trach change & care / effective patient care / Critical Care (ICU patient)

MDI/Oxygen Therapy

Pulmonary Rehab / ADL's

Clinic Coordinator, MA, Phlebotomy Manager

Medical Office & Labs

1997 to December 2008

Phlebotomy Rounds (Hospital setting/ Nursing Home)

Effectively screen and train all new employees

Patient specimen testing (Celldyn- 1700, Beckman Colter, Axsym)
Back Office MA duties assist with In-house surgeries / procedures

Education

Associate

California College San Diego - San Diego, CA
June 2011

Diploma in Medical Assistant

Brown Mackie College
January 2000

Diploma in Office Management

Allied Business School
January 1999

Criminal Justice

Prairie View A&M University
May 1998

Skills

TESTING (10+ years), THERAPY (7 years), CRITICAL CARE (6 years), MDI (10+ years), INSTRUCTOR (4 years), Customer Service, EMR (eClinical Works, EPIC, Nexgen, PV) (10+ years)

Certifications/Licenses

BLS Instructor

July 2017 to July 2019

CCMA (Clinical Certified Medical Assistant)

January 2018 to January 2020

Additional Information

Skills

Effective Patient Assessment, Perform Spirometry/ PFT testing, MDI, Oxygen Therapy, Aerosol Meds, Suctioning Techniques, Arterial Blood Gas / Front / Back office Medical Assistant Duties

Proficient in Assembling/ Delivery of Respiratory Equipment

Experience with Trach change and care, patient triage & critical care

Proficient in Microsoft, office, word, excel, and powerpoint

Proficient in eClinicalWorks, Lytec, and other electronic medical records

— Fortis College / Instructor

January 31, 2017 - PRESENT, Grand Prairie, Texas