

# **Latasha N Miller**

6618 Spartan Dr.  
Arlington, TX 76001  
lnmiller85@gmail.com  
(682)-622-6137

## **OBJECTIVE**

- Would like join a team long term that has room for advancement, values diversity, delivers professional and quality care to others in need in the community.

## **WORK EXPERIENCE**

### **FRONT/BACK OFFICE**

#### **08/2013-CURRENT, METHODIST MEDICAL GROUP- MDHS**

- Taking patient vital signs and documenting in EHR system Epic
- Scheduler for procedures, precertification for procedures, collecting copays and co-insurances
- Entering doctor's orders for lab work, medications, imaging, diagnostic procedures
- Shared responsibilities such as answering a multi-line phone system, scanning records electronically, Health information management, HIPAA compliant

#### **Patient care tech and Unit Secretary**

##### **7/2007 – 2/2012, Medical Center of Arlington, Arlington, TX**

- Recognized for team work, responsibility, compliance, great work ethics in performance evaluations
- Commended for multitasking abilities; Always delivering great care; Prioritizing well and for using critical thinking skills;
- Demonstrated reliability and flexibility, excellent customer service skills, ability to interact with customers from diverse cultures and backgrounds
- Answering a 34 bed unit call system, Answering a multiple line phone system, entering doctor's orders, filing in patient charts, copying and transferring of patients records, HIPAA compliant
- Documenting accurate I&O's, assisted patients with ADL's with correct body mechanics, changed bed linen, assisted RN's with an other task delegated to me within scope of practice, collected specimens and labeled accurately to send to lab

#### **Front/Back office**

##### **8/2012-01/2013, Dr. Joe Ellis Wheeler, Ft. Worth, TX**

- Shared responsibilities such as answering multi-line phone system, filing, faxing, scheduling appointments, mailing out of paperwork, appointment verification phone calls and any other duties requested of me
- Assisted nurse with dressing changes and any other task delegated to me
- Insurance verification and precertification
- Called in or faxed prescriptions approved by the physician
- Collected co-payments/ co- insurance

## **SKILLS**

- MS Word/Excel/Outlook
- Current CPR certification
- Reliable worker with the ability to quickly learn new concepts and skills.
- EMR (Epic, Nextgen, Meditech)
- Medical Terminology

**EDUCATION**

- Associate in Arts (AA) : General Studies
- Currently in a BSN program at WGU

**ADDITIONAL INFORMATION**

- Background includes experience in front office/back office, unit secretary in a hospital setting, as well as patient care tech in many different areas including Med/Surg, Telemetry, Women's services, Pediatrics, ICU, Oncology,
- Looking for night shift availability