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| angelia HUBBARD  6275 Boulder Hwy. #1068  702-335-0861  awilliamsmarshall@yahoo.com |
| Looking for the position of Health staff in a hospital or rehab where highly competent professionals are needed to provide support to nurses and physicians in providing excellent healthcare services to patients. |

# Experience

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| Jan.’2016-Presentpremier health and rehab center of las vegasUnit clerk/cma \* Processes requests for DME, filing ,retrieves labs and order labs, prepare pt for d/c home, set up appts for healthcare, tests, precedures: utilizes facility specific computer system for dictated documents, laboratory reports, discharge summary, radiology reports, etc., in charge of transportation. |
| feb.2011-jan. 2016st joseph rehab center las vegaS,NVmedical record specialist \* Retrieves, sorts, assembles medical records into proper chart order, insuring that records are updated.required forms and docoments are provided, pages are signed and dated, according to facility standard.,Processes requests for patient information by classifying accordingly(Physician office, Managed care, Auditing, re-credentialing , release)Accesses hospitals electronic record for reports, operative notes, discharge summary, laboratory and radiology reports.  Dec.’1998-Feb.’2011  Emeritus Senior Living/memory care unit LAS VEGAS  Director of Memory care \*  Supervising other staff associates while on duty, and providing training and coaching in all aspects of the Memory care Program.  Complied with all laws regarding release of information. Order medical supplies and equipment from appropriate vendors .  Design a creative and exciting life enrichment program to meet the individual needs and interests of the residents. Communicates positively with residents, families, and community professionals regarding the memory program and its benefits.  Reports changes in residents overall health to the nurse, including changes in behavior; take actions to address concerns in a timely manner. |

# Education

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| nevada career institue las vegas,nv(1994-1995)medical asst. program ,cpr, medication tech(1998-2011) |