**Vickie Hatcher**

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| **Objective:**  To secure a position in the medical field that will utilize my education and work experiences.  **Experience:** |
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| **Grace Unlimited Home Health Care,** Irving, TX  October 2017-September 2018 **VA Administrative Assistant**  Responsibilities:   * Manage medical records. * Verifies updates, maintains health information in electronic format. * Process documentation. * Handle multi line phone system. * Receive and distribute paperwork. * Staff VA clients and schedules replacement staff. * VA Billing. * Processing and data entry. * Receive and Send Referrals. * Copy and fax information. * Prepare payroll. * Assists with location of potential attendants, including phone contacts. * Use Word processing, excel, and other software applications to prepare reports. * Complete phone orientations for all attendants assigned to any client, including updates for changes. * Maintain confidentiality of all client information.   **Baylor Institute of Rehabilitation Hospital**, Fort Worth, TX  October 2016 –March 2017 **Staffing Coordinator**  Responsibilities:   * Develop a schedule following established scheduling guideline. * Review daily time schedules for nursing unit for accuracy and proper coverage. * Process call ins/absences and ensure coverage * Schedules replacement staff. * Maintain payroll records and nursing files for all nursing department. * Process PTO requests, sick leave, and attendance records * Review time sheets daily, and make corrections as needed. * Approve timesheets for payroll. * Maintain current addresses and telephone numbers of nursing department. * Use Word processing, excel, and other software applications to prepare reports.   **Baylor Institute of Rehabilitation Hospital**, Fort Worth, TX  June 2012 – October 2016 **Unit Secretary**  Responsibilities:   * Admits patients, administer and maintain patient records. * Greets visitors and direct them to appropriate staff. * Answers telephone and schedule appointments. * Schedule and confirm patient appointments. * Receive and route messages and documents to appropriate staff. * File reports and documents in appropriate areas of patient’s medical record. * Keep unit stocked with supplies and forms. * Operate office equipment, such as printers, fax, scanner, etc. * Use Word processing, excel, and other software applications to prepare reports. * Transcribe doctor orders. * Conducts job responsibilities in accordance with the standards set out in the Company’s Code of Business Conduct, its policies and procedures, the Corporate Compliance Agreement, applicable federal and state laws, and applicable professional standards. |
| **Kindred Transitional Care and Rehabilitation-Ridgmar**, Fort Worth, TX  August 2010-June 2012 **Certified Nursing Assistant**  Responsibilities:   * Answers call lights to determine resident needs. * Assists residents with grooming, oral hygiene, bathing, and incontinence care. * Obtains food trays and assists residents with feeding. * Assists residents with range of motion exercises, and transfers to wheelchair or activity areas. * Assists resident with turning and positioning in bed. * Assists resident with ambulation. * Takes and records temperature, blood pressure, pulse and respiration rates, documents intake and output, as directed. * Documentation on flow sheets as directed. |
| **Fountianview Nursing Home**, Springhill, LA    **August 2006-December 2009 Certified Nursing Assistant**  Responsibilities:   * Answers call lights to determine resident needs. * Assists residents with grooming, oral hygiene, bathing, and incontinence care. * Obtains food trays and assists residents with feeding. * Assists residents with range of motion exercises, and transfers to wheelchair or activity areas. * Assists resident with turning and positioning in bed. * Assists resident with ambulation. * Takes and records temperature, blood pressure, pulse and respiration rates, documents intake and output, as directed. * Documentation on flow sheets as directed. |
| **Hillsboro Manor**, El Dorado, AR  2005-2006 **Certified Nursing Assistant**  Responsibilities:   * Answers call lights to determine resident needs. * Assists residents with grooming, oral hygiene, bathing, and incontinence care. * Obtains food trays and assists residents with feeding. * Assists residents with range of motion exercises, and transfers to wheelchair or activity areas. * Assists resident with turning and positioning in bed. * Assists resident with ambulation. * Takes and records temperature, blood pressure, pulse and respiration rates, documents intake and output, as directed. * Documentation on flow sheets as directed. |
| **Education** |
| 2018  **CCI Training Center,** Arlington, TX  \* Health Information Specialist Certificate  2010  **Eastern College of Health Vocations,** Shreveport, LA   * Medical Assistant Training and Certificate   2006  **South Arkansas Community College,** Eldorado, AR   * Phlebotomy Training and Certificate   2001  **Southern Arkansas University Tech,** Camden, AR   * Nursing Assistant Training and Certificate  |  | | --- | | **References** | | References are available upon request. | |
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