Carolyn Wieffering

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# Objective

To acquire a position in the medical field, that will utilize my knowledge and experience to provide development and growth for opportunities to advance in.

Experience

**Baylor Scott & White Surgicare Mansfield/USPI 4/18-Present**

280 Regency Pkwy., Mansfield, TX 76063 (817) 453-2744

*Operating Room: Certified Surgical Technologist*

* Functions as sterile member of the operating room nursing team, assists surgeons and professional nursing staff as directed, assist with management of equipment and supplies, assists with orientation of new scrub technician staff, provide call coverage as assigned. Preparation of equipment and supplies for operative procedures, prepare and maintain sterile field for duration of procedure, provide instruments to surgeon/assistant, take proper care of instruments, specimens (including the correct labeling information to the circulating nurse), orientation of new scrub tech staff, facilitate the smooth operation of the proposed schedule, understand and carry out the principles of sterilization techniques, possess knowledge of basic anatomy and physiology, instrumentation and supplies used during surgical procedures, assess patients and procedures to have all necessary supplies readily available, assist with care and sterilization of instruments.

**Methodist Mansfield 10/17-1/18**

2700 E. Broad St., Mansfield, TX 76063 (682) 242-2000

*Operating Room: Lead Ortho Certified Surgical Technologist*

* Understands the procedure being performed and assures that all equipment, instrumentation, and supplies are available for the case. Articulates the needs of the surgeon. Handles the instruments, supplies, and equipment necessary during the surgical procedure. Participates in setting up and turning over the operating room for cases. Can scrub any surgical specialty. Scrubs three of the following services without assistance: neuro, orthopedic total joint replacements, advanced laparoscopy and endovascular procedures. Mentors and teaches new surgical technologists. Works on special projects with RN’s.

**Medical City of Arlington 8/14-11/17**

3301 Matlock Rd., Arlington, TX 76015 (817) 465-3241

*Operating Room: Certified Surgical Technologist*

* Functions as sterile member of the operating room nursing team, assists surgeons and professional nursing staff as directed, assist with management of equipment and supplies, assists with orientation of new scrub technician staff, provide call coverage as assigned. Preparation of equipment and supplies for operative procedures, prepare and maintain sterile field for duration of procedure, provide instruments to surgeon/assistant, take proper care of instruments, specimens (including the correct labeling information to the circulating nurse), orientation of new scrub tech staff, facilitate the smooth operation of the proposed schedule, understand and carry out the principles of sterilization techniques, possess knowledge of basic anatomy and physiology, instrumentation and supplies used during surgical procedures, assess patients and procedures to have all necessary supplies readily available, assist with care and sterilization of instruments.

**Parkland Memorial Hospital 2/13 – 4/14**

5201 Harry Hines Blvd., Dallas, TX 75235 (214) 590-8000

*7S Medical Surgical & 7SS Diabetes Unit: Health Unit Coordinator*

* Responsible for coordinating activities of the unit, and different members of the health care team, along with patients & visitors. Communicating provider orders, maintaining patient’s charts, performing non-clinical tasks, telephone communication, etc. Transcribing orders, assisting providers with forms, scheduling tests & procedures; the admission, discharge, or transfer of patients, and placing service or maintenance requests. Welcoming new patients as they arrive to the unit, communication via the call light/intercom system, and communicating patient needs to the responsible nurse. Patient/visitor information/location, visitation guidelines & precautions, telephone communications, and handling complaints. Unit equipment includes computers, faxes, copiers, printers, pneumonic tube system, shredders, etc.

## CookChildren’s Medical Center 10/06 – 1/08

## 801 Seventh Avenue, Fort Worth, TX 76104 (682) 560-4000

*Emergency Room: Patient Access Specialist*

* Registered patients in an accurate and timely manner, verified insurances, and collected co-payments and/or deductibles. Updated verification and precertification of patient accounts. Answered phones and attended meetings. Worked along-side physicians as well as nursing staff.

## Children’s Medical Center of Dallas 8/04 – 8/06

## 1935 Medical District Drive, Dallas, TX 75235 (214) 456-7000

*Employee Health: Secretary II*

* Scheduled new employees for health screens prior to employment, generated reminders to employee staff of upcoming vaccinations needed for annuals and etc. Generated reports, compiled charts of employees that terminated employment. Assessed blood pressure readings, read Tuberculosis Skin Tests, performed colorblind screenings, and temperature reads. Ordered labs and office supplies, entered detailed chart data, and answered phones. Utilized software, such as: GroupWise, Excel, PowerPoint, and Microsoft Word. Assisted department manager, coordinated department flow, and maintained HIPAA confidentiality with employee’s records.

**Christus Health**  **11/96 – 8/04**

2830 Calder Avenue, Beaumont, TX 77702 (409) 892-7171

*Emergency Room: Patient Access Coordinator*

* Registered patients, after hour bed control, admitted and discharged patient’s charts, and answered phones. Filed charts, ordered labs and radiology exams. Utilized software, such as: HBO, EMSTAT. Worked along side physicians and nursing staff.

**Education**

## Tarrant County College, TX

## Major: Certified Surgical Technology – 1 year completed in accredited program 2013 - 2014

Major: Nursing Student - 1 year completed in accredited program (no longer pursuing) **2006 - 2012**

Central Senior High, TX 1988 **Diploma**

**References Upon Request**