Lila Franklin

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# Objective

 Pursuing a position where I may be able to utilize my education and experience, and also be able to continue my professional growth.

# Highlights of Qualifications

 Consistently and accurately completes assignments, general duties, delegated tasks, etc. within a timely matter.

* Demonstrate excellent interpersonal, communication and technical skills.
* Performed skilled patient care to the patients in Neurology, Cardiology, Surgical telemetry, Nephrology, ICU, and CCU.

## Skills/Training

**Operating Systems:** XP Professional, Windows Vista , Windows 7

* **Applications:** Office 2007, SMS, and Cerner, Epic.
* **Certificates:** BLS for Healthcare Providers

**Experience**

**Health Unit Coordinator/PCT Baylor Scott and White Health 2015-2017**

* Dictation involving use of Medical Terminology
* Enter patient information in the All Scripts, schedule patient procedures in a timely manor according to Dr’s orders to ensure efficiency of patient care.
* Handle business operations with minimal supervision
* Training new hires by gathering and compiling information
* Registered patients for scheduled admissions

**Health *Unit Coordinator/Registrar* UT Southwestern Medical Center 2009-2010**

* Dictation involving use of Medical Terminology
* Scheduling admissions for inpatient and outpatient procedures
* Processing all patient charges
* Handle business operations with minimal supervision
* Training new hires by gathering and compiling information
* Registered patients for scheduled admissions

**Unit Secretary/PCT/Phlebotomy Methodist Healthcare Systems 2008-2009**

* Enter patient information in the Meditech System, schedule patient procedures in a timely manor according to Dr’s orders to ensure efficiency of patient care.
* Dictation involving use of Medical Terminology
* Performed skillful patient care, phlebotomy procedures in a timely manner.

**Unit Secretary Tenet Hospitals 2007-2008**

* Asists with proper training of Secretarial personnel on various Applications and Databases
* Performs clerical duties on the nursing unit under the direct supervision of licensed staff.
* Schedule patient procedures in a timely manor, by coordinating with Physician’s schedules, Nurse’s instructions for pre-op and/ or surgery, laboratory testing, to ensure efficiency of patient care.
* Responds promptly to patient inquiries and requests, including call lights and follows through with patient needs and issues.
* Documents accurately and timely on VS Board, refrigerator temp logs, glucose checks, unusual occurrences, PI and other departmental requirements.

**Unit Secretary St. Mary’s Hospital 2006-2007**

* Transcribe Dr’s orders, establishes, coordinate and maintain patient records; ensures integrity and availability of information; and maintains patient confidentiality in accordance with HIPPA.
* Schedule patient procedures in a timely manor, by coordinating with Physician’s schedules, Nurse’s instructions for pre-op and/ or surgery, laboratory testing, to ensure efficiency of patient care.
* Assists with proper training of Secretarial personnel on various Applications and Databases as well.

**Medical Assistant/Phlebotomy Shah Associates 2006-2007**

* Performed skilled patient care and assisted Licensed, Professional Dr’s in performing routine exams
* Administered vaccines, venipuncture and phlebotomy procedures, performed EKG’s
* Responsible for calling patients in a timely manor to give results of specific test.
* Responsible for obtaining preauthorization from insurance companies, filing lab results, documentation in patient charts, ICD-9 coding ,CPT coding

**Clinical Staff Assistant/Phlebotomy U.T. Southwestern Medical Center 2001-2003**

       Establishes, coordinates and maintains patient records; ensures integrity and availability of information; and maintains patient confidentiality in accordance with HIPAA.

        Schedule appointments, follow-up visits, by coordinating with Physician’s schedules, Nurse’s instructions for pre-op and/or surgery, laboratory testing to ensure efficiency of patient care.

        Assists with proper training of personnel on various Applications and Databases as well. Provide in-service training to Phlebotomists and Clinic Staff Assistants.

**Certified Nurse Tech Methodist Hospitals of Dallas 1997-2001**

* Performed skillful patient care, and phlebotomy procedures in a timely manner.

        Promoted to **Medical Management Assistant** handled billing of special orders and supplies for entire Medical Management office.

        Maintained up-to-date employee statistics and compiling reports, worked directly with the Director of Medical Management.

**Marketing Director Village Square Apartments 1995-1997**

        Began employment as a **Leasing Consultant** and was promoted to **Marketing Director** responsible for the data collection and analysis of the Complex marketability.

        Decision-marketing, planning, scheduling to meet property deadlines.

        Prepared and negotiated Leasing Contracts.

**Education**

**Westcoast University**

* **BSN Program Present**

**Texas Woman’s University 2007-2008**

* Continuing studies towards B.S. in Nursing

**Norfolk State University 2005-2006**

* Continuing studies towards Bachelor of Science in Nursing

**Dallas County Community College 2004-2005**

        Continuing studies towards Associate of Applied Science in Nursing

**Daneker Health Care Center 2000**

* Certified Nursing Assistant