

TAMMY JOYNER

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tljmommy@yahoo.com

Detail Oriented and quality focused professionally trained medical secretary. Offer solid foundation for software applications, database management and data entry; proven ability to readily master technology. Dedicated to maintaining patient confidentiality. This would be a great opportunity to advance in the medical field here at KVH. I am always interested in advancement of skills.

EXPERIENCE

NOVEMBER 2013 – CURRENT

UNIT SECRETARY, KVH

Admit and discharge patients, schedule follow up appointments, transfer patients to other hospitals and Skilled Nursing facilities. Care for and direct patients and visitors. Respond to codes, scribe events in real time. Order supplies, manage UBM machines. Assist physicians and RNs with orders, transfers and paper work to get patients the appropriate services. Keep data entry logs complete and up to date.

2012 –2013

NAC, ROYAL VISTA

Help residents with ADLs, dress, feed, toilet, and take to activities.

2008 –2012

PRESCHOOL TEACHER, FOURSQUARE DAYCARE/PRESCHOOL

Make lesson plans and teach 2 ½-5 year olds. Age appropriate crafts, games, and activities. Potty training, social skills, Bible lessons and how to ride a bike.

HEATHCARE CERTIFICATIONS

2012-CURRENT

NAC LICENSE

2013-CURRENT

MEDICAL ASSISTANT REGISTERED

1999-CURRENT

CPR

SKILLS

- MS Word
- MS Excel
- 10-Key
- Excellent Communication Skills
- Problem Solving
- Medical Terminology
- Medical Software
- Internet
- Confidentiality
- Good Communication

