

ALICIA SALAZAR

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Objective

To utilize my degree in health sciences and obtain a position that furthers my career in healthcare.

Education

UNIVERSITY OF CENTRAL FLORIDA *Orlando, FL (2006-2010)*

Bachelor of Science, Health Sciences. Pre-Clinical Allied Health

Courses: Epidemiology, Pathophysiology, Medical Terminology, HIV Disease, Pharmacology, Anatomy & Physiology I & II

Experience

Ambulatory Dental Anesthesia of New York, Anesthesia Technician *Manhattan, New York (August 2016- August 2018)*

- Assisted Anesthesiologist with intubating and sedating patients age 3 and up during various dental procedures.
- Monitored patients vitals and reported issues.
- Assisted during emergency situations (bagging, drawing up succ. etc). Trained in American Heart Association BLS, ACLS, PALS
- Maintained and ordered supplies for emergency crash cart.
- Setup each case with appropriate size intubation tubes, laryngoscope blades, emergency airway tanks etc.

Michael A. Dundr, MD, Medical Assistant and Scribe, Surgical Coordinator *Davie, FL (January 2014- July 2016)*

- Transcribed patient charts using Sevocity EMR. Patient's chief complaint, review of systems, history, medications, physical exam and plan are all input into EMR for the physician or nurse practitioner on staff out of SNF and long term care facilities.
- Enter orders and prescribe medications at physician's request.
- Room each patient by obtaining blood pressure, pulse and temperature. Load radiographic or laboratory results for physician.
- Schedule and arrange outpatient surgeries. Including obtaining Pre Operative Clearance paperwork and radiographic images.

Ears, Nose, Throat & Plastic Surgery Associates, Medical Assistant and Head Medical Scribe *Winter Park, FL (April 2012 - October 2012)*

- Documented patient charts using EMR: All Meds, including patients' chief complaints, physical exams, office procedures and surgeries, and radiologic findings.
- Assisted in office surgeries: FNA, MOHs, adult Myringotomy and Tubes, Laser procedures, Steroid Injections, Excisions, making arrangements for outpatient surgeries and sending post surgery prescriptions.
- Created and implemented a Medical Scribe training program.
- Assisted in hiring and training process of medical scribes.

ScribeAmerica, Emergency Room Medical Scribe *Orlando, FL (August 2010 - March 2012)*

- Documented patients' chief complaints, physical exams, lab work, and radiology findings for emergency room providers.
- Documented consultations with other doctors and specialists at two Florida Hospitals and two New Jersey Hospitals.

Skills

Clinical

Assisted with intubating,, sedating, rooming patients, vitals signs, minor office surgical procedures and thorough documentation, prescribing medications and entering orders.

Electronic Medical Records

IBEX, All Meds, CERNER, SRS, Pulse, Sevocity, Health Fusion.
Fluent with ICD 10 and CPT coding.

Front Office

Verifying insurance, collecting payments, obtaining referrals and answering all incoming calls.

Computer: Microsoft Word, Microsoft Powerpoint, Microsoft Excel.
Superior typing skills.

Professional

Excellent bedside manner,, Multi-tasker, Hard worker, Fast learner

Certifications & Achievements

CPR First Aid Certification

Exp: September 2020

AHA BLS Certification

Exp: September 2020

AHA ACLS Certification

Exp: September 2020

AHA PALS Certification

Exp: July 2019

Head Medical Scribe

Implemented Medical Scribe training program in a private practice.
Assisted in hiring process of medical scribes and trained new hires.

Teacher's Assistant

Arranged charity events for HIV-infected children and their families while assisting students taking the HIV Disease class.