

Victoria Richardson

Patient Care Technician/ Patient Coordinator

Fort Worth, TX 76116

victoriasanderssdcc@gmail.com

+1 619 681 2236

- Training with Cisco
- Training with Avaya
- Retain a CNA
- Superior performance award for typing 60 wpm
- Trained on CMR, EMR, KINNTER, And ATHENA software.

Work Experience

PCT (Patient Care Technician)

Baylor Scott & White Health - Fort Worth, TX

July 2023 to Present

- COLLECT BLOOD
- PERFORM EKG'S
- COLLECT VITAL SIGNS
- WORK WITH CHARGE NURSE
- SCREEN PATIENTS FOR PRE OP
- SCHEDULE PATIENTS
- COLLECT STAT RECORDS

Senior Specialty Representative

Target - Texas

January 2020 to October 2022

Provided real-time support and resolution for Target merchandise vendors, internal store and distribution teams, and external carrier network. Supported team members. Maintained department performance standards and goals related to quality and performance metrics.

Patient Coordinator/ Medical Receptionist

Midtown Medical Imaging

2017 to December 2019

Scheduling, Checking in Patients, Answering phones, Directing calls, Collecting prior images from various offices, explaining insurance benefits to patients and collecting co-pays.

Patient Registration

Gerald Champion Regional Medical Center ER

2014 to 2017

Checking in Patients, Answering phones, Directing calls, Patient paperwork and inputting insurance into EMR system.

Education

Certified Medical Office Assistant

Ashworth College - Norcross, GA

2014 to 2015

General Ed's

UC Irvine - Irvine, CA

2012 to 2013

High School Diploma

San Diego High School - San Diego, CA

2008 to 2012

Skills

- Front Desk
- Medical Billing
- Customer service
- Medical records
- Multi-line phone systems
- EMR Systems
- Medical Scheduling

Additional Information

Hourly Wage Requirement: \$25

References:

Kelsey Smith (254) 495-5869

Maria Garcia (817) 201- 2417

Donna Richardson (817) 390- 0028