

Brandi Huff

100 Buffaloe Acres Lane

Garner, North Carolina , United States 27529

Tel: (325) 338-0708 Email: brandinicolehuff1983@icloud.com

Dear ,

Thank you for taking the time out of your busy schedule to look over my resume. I lo...

Sincerely,
Brandi Huff



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Profile

Hard worker with a passion to grow, learn, help people and help the company continue growing and being an asset in that process.

Job Objective

To continue to learn more about the field I am in, how my role helps my boss and colleagues and most importantly the patients.

Education

- Cooper High School
Aug 1998 ~ May 2001

Experience

- Texas State Hearing
Abilene, TX
Oct 2023 ~ Oct 2025
Answer phones, assist patients, file, create patient profiles in computer, check benefits when needed, complete sales, generate purchase agreements, clean as needed, clean hearing devices and check for updates, asses for technical difficulties, help patients with heating aid issues and phone issues.
- Abilene Diagnostic Clinic
Abilene
Aug 2016 ~ Jun 2017
Imputing patient information into computer system, taking patient vitals, xraying patient's feet and ankles, assisted in office procedures, injections and day surgeries. Refilled patient prescriptions and went over wound care and surgical dressings.
- Abilene Diagnostic Clinic
Abilene
Aug 2016 ~ Dec 2021

My job was to help any office in whatever position they needed, I checked patients in, room co pays, answered phones, called in prescriptions, called patients to rooms, took vitals, administered injections, took flu/strep swabs. I worked in many specialties including Psychiatry.

- OccMedTX/Abilene Diagnostic Clinic

3449 North 10th Street Abilene, TX 79603

Jun 2020 ~ Sep 2021

I am the back up for medical as a MA, I am the back up for corporate to run drug screens, breath alcohol, physicals, Audiograms, vision screenings, I am back up for the front desk and doing any other task assigned to me including billing.

- Advantage Resources

Abilene, TX

Jan 2022 ~ Mar 2022

Input patient information for COVID vaccinations, take phone calls and answer questions from patients. Help EPI with positive Covid case information, find missing information.

- Bryant Better Hearing

Abilene TX

Aug 2019 ~ May 2020

Schedule established and new patients, call and confirm appointments, call and set up service centers for provider, file patient charts, scan in patient paper work, answer phones, verify insurance benefits, help clean and trouble shoot hearing aids.

Skills

Efficient in medical terminology, multi line phone systems, medical computer systems, imputing patient information into charts.

References

Janie Dean Cole - Retired Warren Cat
(325) 513-7284

Sheena West - Nurse
Fiend for 3 years

Tedra Bateman - Abilene Sports Medicine
Has been a friend for 20 years