Shelley Talend

Lakemoor, IL

stang0618@yahoo.com

(630) 234-5937

**Experience**

**ED Specialist / Health Unit Coordinator**

Feb 2015 – Current  
Centegra McHenry Hospital

Triage and register all incoming patients to the ED . These duties include ; vital signs , phlebotomy skills with lab draw and IV starts . Assisting with triage RN as needed . Heath Unit Coordinator : Answering high volume of incoming phone calls , paging physicians as needed . Entering multiple orders for physicians and nurses on ED patients . Coordinating special / critical alerts and codes on patients in the ED .

**PCT II / Unit Secretary**

Sep 2006 - Mar 2014  
Alexian Brothers Medical Center

Emergency room technician . Duties include : triage of all emergency room patients , vital signs , phlebotomy skills with lab draws . Transportation of patients to all department tests as well as transportation to all patient floors . Direct assistance with nursing staff and physicians . Unit Secretary : Answering high volume of incoming phone calls . Paging and calling multiple physicians as needed . Order placement and transportation placement . Coordinating special / critical alerts and codes for the emergency room . Direct assistance with charge RN as well as physicians in the ED .

**ER Registrar**

Sep 2005 - Sep 2006  
Alexian Brothers Medical Center

Daily registration of emergency room patients . Obtaining information not limited to : basic triage , insurance , billing and mailing information . Providing a helping hand with the nursing staff and physicians in regards to patient information . Answer telephones , receiving patients ’ consents while following the guidelines of HIPPA . 2

**Education**

**College of Lake County**

In Progress  
Certification nursing

Business degree and nursing degree