

# Alyecia Smith

Minneapolis, MN 55411

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(612)715-7599

I am an experienced Health Unit Coordinator with over 4 years of experience in Health Care. I am great at resolving problems and improving customer satisfaction. Looking for a great opportunity as a Health

Information Technician position with a well-established organization where I can utilize my experience and continue to grow.

Authorized to work in the US for any employer

## Work Experience

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### **Health Unit Coordinator**

Fairview Southdale Hospital - Minneapolis, MN

October 2019 to Present

- Coordinated with other healthcare providers to build healthcare plans for patient's specific needs.
- Maintained detailed records of medical supplies and ordered supplies as needed.
- Maintenance of the patients medical records, transcription of medical orders
- Scheduling and coordination of patient tests and procedures
- Maintenance of unit communication system and answering phones
- Respond to ROI requested

### **CNA - Certified Nursing Assistant**

HealthEast Care System - Saint Paul, MN

June 2015 to December 2019

Provides basic patient care by performing routine duties to include: Partners with patient care giver in care/decision making.

- Personal grooming, bathing, toileting,
- Feeding,
- Skin care needs (clean and sterile dressing changes), applying ointments/creams,
- Oral hygiene,
- Specimen collection/testing,
- Position/ambulating,
- Changing linens,
- Promptly answers call lights.

Assists nurse in monitoring patient condition.

- Accurately takes and records weights, input/output, blood pressure, temperature, pulse rates, respiration, oxygen saturation.
- Places patient on/off monitors or equipment.
- Reports unusual findings to the RN in a timely manner.

Assists with admissions, transfers, and discharge of patients.

- Orients patient/family to environment.

- Assures the patient's belongings are accounted for, documented upon admission, transfer and discharge.

Transports patients, equipment, specimen and supplies.

- Assures patients get to appointment on time.
- Uses transfer belt when assisting patients with transfers and/or ambulation.

Cleans sets up, and maintains rooms and equipment.

- Orders and stocks supplies.

Correctly documents tasks performed on appropriate form.

### **Health Unit Coordinator (HUC)**

Presbyterian Homes & Services - Arden Hills, MN

February 2018 to September 2019

Notifies Physician/Advance Practice Staff of visits, appointments and coordinates with resident representative

- Coordinates transportation, complete referrals for appointments, and orders labs/x-rays
- Assists in maintaining resident rosters and staffing assignment sheets
- Assemble and maintains resident charts for admission, discharge and hospital return
- Keeps all forms accessible and current, with filing and faxing as needed Transcribe Physician orders per facility policy
- Answers phones in a timely and professional manner
- Analysis and scan documents to EHR
- Respond to ROI request

### **Patient Care Coordinator**

Vital Health Links - New Brighton, MN

March 2017 to January 2018

- Reach out to patients who are enrolled in Medicare's chronic care management program by telephone.
- Build relationships with patients and their family members, learn about their challenges, and connect them to resources to support them.
- Use the clinic's electronic medical record to coordinate medical referrals and needs.
- Complete health and social assessments to learn about their risks and how you can best help.
- Support patients in their healthcare journey - and in their day-to-day lives!

## Education

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### **Associate of Science in Health Information Technology**

Rasmussen University - Brooklyn Park, MN

March 2021

## Skills

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- ICD-10
- Critical thinking
- CPT Coding
- HIPAA Compliance
- EMR / EHR

- Team Leadership
- Clerical
- Scheduling
- MS Office
- Medical Coding
- ICD-9
- Medical Records
- Epic
- Hospital Experience
- Medical Records
- Medical Terminology
- HIPAA
- Customer service
- Patient Care
- Anatomy Knowledge
- Physiology Knowledge
- Documentation review
- Vital Signs
- Patient care (6 years)
- Dementia care (5 years)

## Certifications and Licenses

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### **CNA**

June 2016 to September 2022

### **BLS Certification**

September 2020 to September 2022

### **Health Unit Coordinator**

Present

### **CPR Certification**

## Assessments

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### **Nursing Aide Skills — Expert**

August 2020

Providing nursing aid to patients using knowledge of relevant equipment and procedures.

Full results: [Expert](#)

### **Customer service fit — Proficient**

August 2019

Assesses personality traits that result in high-quality customer service.

Full results: [Proficient](#)

### **Customer focus & orientation — Highly Proficient**

January 2019

Measures a candidate's ability to respond to customer situations with sensitivity.

Full results: [Highly Proficient](#)

### **Home health aide skills — Highly Proficient**

August 2020

Providing care to patients in a home setting

Full results: [Highly Proficient](#)

### **Electronic health records: Best practices — Highly Proficient**

August 2020

Knowledge of EHR data, associated privacy regulations, and best practices for EHR use

Full results: [Highly Proficient](#)

### **Nursing assistant skills — Expert**

May 2021

Providing nursing aid to patients using knowledge of relevant equipment and procedures

Full results: [Expert](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

## Additional Information

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RHIT eligible