

TIFFANY GAMBLE LPN

• Phone: 850-869-9202 • tiffanygamble22@gmail.com Tallahassee FL

Licensed Practical Nurse. Professional character and compassionate, working well with all ages and health stages. Proficient in medical terminology, chart building, patient preparation, and corresponding with medical staff and patients. Knowledgeable in patient confidentiality and release of information. Detailed-oriented and meticulous, always maintaining accurate records. Able to successfully work independently and in a team.

Key Skills

- Covid testing
- HHA Certified
- HIPPA Understanding
- Excellent Communication
- Operate EKG Machine
- Operate Multi-Line Phone
- Vital Signs
- Handle Multiple Priorities
- Microsoft Office
- Prepare Blank Charts
- Direct Care with all ages
- Operate Copier & Fax

Professional Experience

FILE MANAGEMENT

- Maintain meticulous medical record with required documents, sorting and filing alphabetically or numerically, including proof-reading documents and requesting additional information as needed.
- Rapidly retrieve medical records for staff.
- Complete patient questionnaires prior to diagnostic procedure, placing in file at appropriate time. Additionally, update chart as needed, ensuring patient information is correct.
- Correspond with department staff regarding file location and any other documents needed.
- Actively protect file following all confidentiality and HIPPA policies.

PATIENT CARE

Prepare patients for examinations-checking vital signs, completing urinalysis, height and weight, charting and patient recording, and answering basic patient questions. Activity daily living, Direct Care.

- Expert in performing covid testing, immunizations, venipunctures, capillary punctures, injections; completing standard precautions, proper disposal and preparing sample for pick-up.
- Trained in First-Aid and CPR, able to respond in an emergency situation with competence and calmness.

CUSTOMER SERVICE AND OFFICE DUTIES

- Skilled in Microsoft Office and Internet applications, additionally able to operate copy and fax machine. Also familiar with "Spring Charts" medical software.
- First-rate customer service provided-listening to patients, maintaining professional rapport, and responding to requests quickly and appropriately.
- Efficiently answered telephones and took/forwarded messages.
- Able to establish and maintain successful working relationship with staff, patients, and general public.

Education

Lively Technical Center

Practical Nursing 8/2014 - 5/2016 Complete

San Joaquin Valley College— Visalia, Ca

Certified Clinical Medical Assistant 5/12-1/2013

- 180hrs of externship completed with Madison Osteopathic Medicine of Madison, FL
- Dean's List/Perfect Attendance

- GPA 3.6

Southeastern School of Health Science – Tallahassee, FL

Certified Nursing Assistant Training 11/11

CNA certification 05/2013

North Florida Community College – Madison, FL.

Home Health Certificate 7/11

- GPA 4.0

Lively Technical Center – Tallahassee, FL

Phlebotomy Certificate 11/10

- GPA 4.0

Employment/Internship

Execs-search (covid testing)

5/2020- present

Nurse Springs 09/2018-Present

Seven Hills Health and Rehab 2/2019- Present

Eden Springs 01/2018 – present

Home Instead Senior Care Tallahassee FL

CNA 01/14- 3/2017

Sunrise (Hospital Setting)- Tallahassee FL

CNA 5/13- 1/14

Madison Osteopathic Medicine – Madison, FL

Medical Assistant Extern 11/12-01/13

Hopewell – Tallahassee, FL

Home Health Aide 3/12-8/12

Florida Assisting Living– Madison, FL

Home Health Aide 6/11-12/11

Madison Senior Citizens Center – Madison, FL

Clerical Intern 6/11-9/11