

Roxanne Rodriguez

LPN/Healthcare Management

Greeley, CO

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7202371552

Work Experience

LPN (Licensed Practical Nurse)

Integrated Healthcare Staffing, LLC

May 2020 to Present

- Long term healthcare facilities and rehabilitation centers.
- Provide basic medical care, including changing bandages, administering medication, and collecting specimens.
- Answer patient questions over the phone and assemble equipment such as catheters and oxygen supplies.
- Observe each patient every 4 hours at a minimum or when there is a change in the patient's condition and/or diagnosis (Acute), after initial RN assessment.
- Integrate information from various assessments of the patient in order to identify and assign his or her care needs.
- Document observation findings in the chart.
- Take appropriate action on abnormal findings. Assess allergies according to standard. Document in MAR, front of medical record, and on patient Kardex.
- Assist patient/resident in daily living, going to the bathroom, bathing, grooming, hair care, eye care, foot care, etc.
- Answer patient/resident calls.
- Make sure patient/resident rooms are kept clean, change linen, remove bedpans and pick up any discarded trash.
- Assist patient/resident with feedings, receive and return food trays, ordering and changing of diet orders, spoon feeding, and calorie counts. Record fluid and food intake and output.

LPN/Location Manager

Advanced Dermatology and Cosmetic Surgery - Greeley, CO

May 2018 to May 2020

- organizing meetings and managing databases
- booking transport and accommodation
- organizing company events or conferences
- ordering supplies both back and front office
- dealing with correspondence, complaints and queries
- preparing letters, presentations and reports
- supervising and monitoring the work of administrative staff
- managing office budgets
- liaising with staff, suppliers and clients
- implementing and maintaining procedures/office administrative systems
- delegating tasks to junior employees

- organising induction programmes for new employees
- ensuring that health and safety policies are up to date
- using a range of software packages
- attending meetings with senior management
- assisting the organization's HR function by keeping personnel records up to date, arranging interviews and so on.
- Monitoring basic patient health such as vital signs and overall condition.
- Changing dressings or inserting catheters.
- Taking patient histories and maintaining documentation.
- Assisting with tests or procedures.
- Providing personal care, such as helping with bathing and toileting.

Lead Healthcare Partner

Denver Health Medical Center - Denver, CO

February 2015 to January 2017

Assisted providers with procedures, vitals, prescription refills, trained medical assistants, trained new Employees for EPIC class, EPIC CHAMPION, AIDET CHAMPION, prior authorizations, ECG machines, flu Vaccines, immunizations,

Medical Assistant Externship

Dr. Green - Fort Lupton, CO

June 2012 to June 2012

to June 2012

Medical Assistant Student

Aims Community College - Fort Lupton, CO

June 2012 to June 2012

Cashier/Customer Service

City Market - Rifle, CO

August 2011 to June 2012

Medical Receptionist

Glenwood Medical Associates - Glenwood Springs, CO

October 2008 to March 2009

June 2007 to October 2008

Education

Associate in LPN

Houston Community College

February 2017 to April 2018

General Education Diploma

State

Bachelor's in Healthcare management

Colorado Technical University-Online

Associate in Healthcare management

Ultimate Medical Academy-Tampa

Skills

- SCHEDULING (1 year)
- TRAINING (1 year)
- LEADERSHIP DEVELOPMENT (4 years)
- Dermatology
- CMA
- Bilingual
- Phlebotomy
- Customer Service
- Word
- retail sales
- Inventory
- Microsoft Excel
- Time Management
- Team Building
- Microsoft Word
- MS Office
- Microsoft Office
- Marketing
- Communications
- Cash Handling
- Accounting (6 years)
- Account Management (7 years)
- Human Resources (4 years)
- Payroll (7 years)
- Communication Skills
- Practice Management (4 years)
- Google Docs
- Computer Skills
- Project Management
- Program Management
- Google Suite
- Healthcare Management
- Patient Care
- Experience Administering Injections
- EMR Systems

- Medical Office Experience

Certifications and Licenses

Certified Medical Assistant

Certified Clinical Medical Assistant (CCMA)

Nationally Registered Certified Medical Assistant (NRCMA)

Registered Medical Assistant (RMA)

Certified Medical Assistant (CMA)

Licensed Practical Nurse

May 2018 to Present

CPR Certification

Additional Information

Skills

Scheduling, Leadership Development, Leadership Training, Fax