

Alicia Valdes Gonzalez

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Work Experience

Clinical Specialist (CS

PAD Specialists
July 2021 to July 2021

4).

- Team leader.
- Perform the beginning of shift huddle every morning.
- Morning medication and drugs count with the CRNA/CS3 and drugs inventory when the shift is over.
- Crash Cart management.
- Patient information preparation.
- Lab review.
- Emergency supplies check.
- Expectation management and staging Pre-Op Script
- Properly performance venipunctures and IV
- Vital signs and medication charting
- Room turnover
- Intra-Procedure charting, that includes procedure details, procedure verification, inventory, procedure and post procedure complications, summary of procedure/encounter.
- Inventory circulator
- Procedure report generation
- Power coding
- Billing
- Google Calendar heading label
- Patient handoff to CS1
- Electronical RX management
- Procedure costs management
- EMR performance
- Emergency management
- Inventory management includes interventional supplies, emergency interventional supplies, procedural disposables, medications and prescription pads orders to the providers and entering new inventory items to the system.

Medical Assistant.

Clinica Hispana - Pearland, TX
July 2020 to July 2020

- Helping patients by providing information, services, and assistance.
- Maintaining medical supplies inventory and performing preventive maintenance to keep medical equipment operating.

- Verify patient information by interviewing patients, recording medical history, and confirming purpose of visit.
- Prepares patients for examination by performing preliminary physical tests; taking blood pressure, weight, and temperature; and reporting patient history summary.
- Saving doctors' time by helping with office procedures.
- Securing patient information and maintaining patient confidence by completing and safeguarding medical records; completing diagnostic coding and procedure coding; and keeping patient information confidential.
- Counseling patients by transmitting physician's orders and questions about surgery.
- Schedules surgeries by planning with the surgical center; verifying times with patients; and preparing charts and pre-admission and consent forms.
- Maintaining safe, secure, and healthy work environment by establishing and following standards and procedures and complying with legal regulations.
- Keeping supplies ready by inventorying stock, placing orders, and verifying receipt.
- Keeping equipment operating by following operating instructions, troubleshooting breakdowns, maintaining supplies, performing preventive maintenance, and calling for repairs.
- Updating job knowledge by participating in educational opportunities and reading professional publications.
- Serving and protecting the practice by adhering to professional standards; facility policies and procedures; and federal, state, and local requirements.
- Enhancing practice reputation by accepting ownership for accomplishing new and different requests and exploring opportunities to add value to job accomplishments.
- For the exceptional development at this position, I was promoted to
- Medical Supervisor for the clinic company called Red Pajardo.

Medical Supervisor.

Red Pajardo

August 2018 to November 2019

- Supervising staff members and evaluating performance efficiency.
- Generating and organizing schedules for healthcare teams.
- Managing financial allocations and returns.
- Ensuring that resources such as equipment and medications are available.
- Organizing and recording information that is pertinent to the function of the facility.
- Hiring and supervising employees in the medical records area; assigns and schedules work; monitors work performance; and handles personnel operations including performance appraisals, promotions, transfers, dismissals, vacation and preparing time sheets.
- Assisting medical staff by answering inquiries and locating patient records; retrieves requested data.
- Providing technical assistance to medical records staff on questions involving forms, procedures, and record retention.
- Participates in the design of patient information systems involving receiving, storing, processing, and communication of data.
- Evaluating the indexes and other component parts of the filing systems.
- Monitoring chart entries to ensure accuracy and completeness.
- Serving as department liaison for outside parties with inquiries regarding departmental policies and procedures.
- Assisting in the production of forms, records, and reports reflecting Medical Records statistics and patient data.
- Ensuring that medical dictation is coordinated with the correct patient record.

- Conducting chart analysis, makes corrections, and coordinates record investigations and reconciliations.

Medical Assistant.

Clinica Hispana Hobby Airport

January 2018 to July 2018

- Helping patients by providing information, services, and assistance.
- Maintaining medical supplies inventory and performing preventive maintenance to keep medical equipment operating.
- Verify patient information by interviewing patients, recording medical history, and confirming purpose of visit.
- Prepares patients for examination by performing preliminary physical tests; taking blood pressure, weight, and temperature; and reporting patient history summary.
- Saving doctors' time by helping with office procedures.
- Securing patient information and maintaining patient confidence by completing and safeguarding medical records; completing diagnostic coding and procedure coding; and keeping patient information confidential.
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Medical Assistant

ROC Clinic/ Methodist Hospital Katy - Houston, TX

September 2017 to January 2018

- Cover patients with surgical drapes to create and maintain a sterile operative field.
- Determine availability of necessary equipment or supplies for operative procedures.
- Adjust and maintain operating room temperature, humidity, or lighting, according to surgeon's specifications.
- Apply sutures, staples, clips, or other materials to close skin, facia, or subcutaneous wound layers.
- Clamp, ligate, or cauterize blood vessels to control bleeding during surgical entry, using hemostatic clamps, suture ligatures, or electrocautery equipment.
- Coordinate or participate in the positioning of patients, using body stabilizing equipment or protective padding to provide appropriate exposure for the procedure or to protect against nerve damage or circulation impairment.
- Coordinate with anesthesia personnel to maintain patient temperature.

Phlebotomist/ Lab Technician/ Head of the Department

Clinica Hispana II

May 2017 to July 2017

- Laboratory test analysis and interpretation
- Head of the department
- Performs the practical hands-on work in the lab
- Assist physicians in the diagnosis and treatment of diseases by performing tests on tissue, blood and other body fluids.
- Properly performance venipunctures
- Performs Quality Controls for all tests according to policy
- Properly documents Quality Control and initiates corrective action
- Performs all required scheduled instrument maintenance
- Communicates relevant information to appropriate health care provider
- Checks supplies and reagents for expiration dates
- Provides support and assistance
- Placed supplies orders every week
- Experience working with Prognosis Program
- Experience with insurances
- Experience with Medonic - M Series machine (CBC machine)
- Data entry and Microsoft office (word, excel, power point, etc.) and other software, as required.

Phlebotomist/ Lab Technician

Clinica Hispana III

December 2016 to May 2017

- Laboratory test analysis and interpretation
- Head of the department
- Performs the practical hands-on work in the lab
- Assist physicians in the diagnosis and treatment of diseases by performing tests on tissue, blood and other body fluids.
- Properly performance venipunctures
- Performs Quality Controls for all tests according to policy
- Properly documents Quality Control and initiates corrective action
- Performs all required scheduled instrument maintenance
- Communicates relevant information to appropriate health care provider
- Checks supplies and reagents for expiration dates
- Provides support and assistance
- Translation
- Placed supplies orders every week
- Surgical material sterilization
- Experience working with Prognosis Program
- Experience with insurances
- Data entry and Microsoft office (word, excel, power point, etc.) and other software, as required.
- Promotion to Clinica Hispana II lab, as the head of the department for the quality in the job done at Clinica Hispana III.

Medical Doctor Intensive Care Unit Supervisor.

Hospital Calixto García - (Havana Cuba)

October 2013 to December 2015

- ICU Head of Department, Managed staffing needs, achieved increased engagement, Managed Worker's Compensation, and safety training, reducing incident frequency/severity and lost work time.
- Supervision and medical work at patient rooms.
- Medical emergencies reducing the morbidity and mortality at the emergency room.
- Conducting medical Lectures and Seminars to the doctors, nurses, laboratory technicians, medicine students and others.
- Medical professor, teaching different subjects at different levels of the medicine career.
- OR experience:
 - Facilitating unit operations by serving as a resource specialist for an assigned operating room area/ specialty service.
 - Knowledge of aseptic technique, advanced surgical techniques, and practice of patient care techniques for all clients undergoing elective and emergency situations; performs duties in an expert manner according to the age/needs of the patient/population served.
 - Verifying functioning and adequate availability of supplies/instruments/equipment prior to the surgical procedure as indicated by the surgeon's preference card and other available resources; demonstrates the application of the principles of asepsis in a knowledgeable manner that provides for optimal patient care in the OR.
 - Ensuring safe care to patients adhering to policies, procedures, and standards of care, within budgetary specifications, including time management, supply management, and accuracy of practice.
 - Promoting individual professional growth and development by meeting requirements for mandatory/ continuing education, skills competency; supports department-based goals which contribute to the success of the organization; serves as preceptor, mentor, and resource to less experienced staff; provides orientation and in-service training to department personnel.
 - Data entry and Microsoft office (word, excel, power point, etc.) and other software, as required.

Intensive Care Unit Doctor

Hospital Calixto - García (Havana Cuba)

July 2013 to July 2013

- ICU Medical Doctor
- Critical patient attention.
- Diagnosis, treatment and support of critically ill and injured patients.
- Assessing patient/family satisfaction.
- Head of the medical shift.
- In charge of the hospital medical emergencies.

Intensive Care Unit Dr

Hospital Calixto Garcia - Havana Cuba

September 2008 to September 2008

through 07/13/2013

Job Title: Intensive Care Unit Doctor in training

- ICU Medical Doctor in training
- Perform critical care procedures like central line insertion, arterial line insertion, transcutaneous pace-makers, endotracheal intubation, lumbar puncture.
- Critical patient attention.
- Hospital medical emergencies.

Education

Associated Degree Nurse

EDP University Puerto Rico

September 2021

Doctor in Medicine

Medical Science University in Havana - Havana, CU

July 2013

Skills

- Patient Relations
- Medical Surgical Expertise
- Crisis Intervention
- Medicine administration
- Psychological Support
- Assessment Skills
- Patient education
- Wound care
- Intubation
- Drug management
- Advanced Cardiac Life Support
- Basic Cardiac Life Support
- Intensive Care Unit Doctor Certificate
- Hire and supervise medical staff
- Ensure regulatory compliance
- Develop departmental goals and objectives
- Delegate responsibilities to department heads
- Fluent in English and Spanish
- Team worker
- Leadership
- Critical thinking and decision making
- Coaching
- mentoring
- teaching medicine
- Critical Care Experience
- Aseptic Technique
- Emergency Management
- Medical Records
- EMR Systems

- Interpretation
- Triage
- Nursing
- Experience Administering Injections
- Vital Signs
- Scripting
- Employee Orientation
- Translation
- Case Management
- Hospital Experience
- Patient Care
- Phlebotomy
- Medication Administration
- Computer Networking
- Laboratory Experience
- Anatomy Knowledge
- Bilingual
- Typing
- Typing

Languages

- English - Expert
- Spanish - Expert

Certifications and Licenses

Certified Medical Assistant

BLS Certification

ACLS Certification

CPR Certification

Certified Phlebotomy Technician

Certified Surgical Assistant

PALS Certification

AHA Certification