

Tina M Torres, RN  
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## EDUCATION

### **Austin Community College**

**Graduated December 2017**

Associates of Applied Science Degree - Nursing

Coursework in Acute Care Nursing, Women's Health, Maternal and Child Nursing, Adult and Family Education and Health promotion, Trauma, Critical Care, Mental Health, and Health of the Older Adult. Proficient in Compass/Powerchart, MediTech Software and Penchart.

Currently in the RN to BSN program at ACC with completion in August 2022.

## WORK EXPERIENCE

### **Del Valle Independent School District REGISTERED NURSE**

**August 2018 – Present**

- Observe the physical and mental developments of students and provide medical care to students, staff, and visitors, including emergency medical services.
- Complete screenings and evaluate medical findings related to health development patterns along with vision and hearing problems.
- Perform health screenings and assessments for high school students.
- Conduct physical examinations, acquire student's health/developmental history, and determine the appropriate course of action for the child's presenting need.
- Administer medications and assisted with management of special health care needs, including asthma, diabetes, and allergies.
- Document all student interaction. Initiate parental contact and referral to additional school personnel as appropriate.

### **St David's South Austin Medical Center**

**November 2020 – November 2021**

**January 2018 – August 2018**

### **REGISTERED NURSE, PRN**

- Assessing patients, implementing care plans, educate patients on disease process, plan patients for discharge, documenting any changes in health status, documenting assessments, discussing plan of care with multiple physicians.
- Managing patients on potent drips, managing patients after ablation procedure, medicating patients.
- Abide by HIPPA, other duties as assigned.

### **CareNow Urgent Care**

**July 2017 – May 2018**

### **CERTIFIED MEDICAL ASSISTANT**

- Greet patients at reception desk, answer multi-phone lines, check-in and check-out patients

- Verify insurance coverage using RTE and other insurance websites, collect copays and deductibles, verify patient demographics, abide by HIPPA Laws and maintain patient confidentiality.
- Triage patients with full vital work up, performing 12 lead EKG's, reviewing all medications with patient, obtaining blood pressure, and other duties as assigned.

**Cardio Texas**

**October 2014 – July 2017**

**CERTIFIED TECH/MEDICAL OFFICE SPECIALIST**

- Greet patients at reception desk, answer multi-phone lines, check-in and check-out patients
- Verify insurance coverage using RTE and other insurance websites, collect copays and deductibles, verify patient demographics, abide by HIPPA Laws and maintain patient confidentiality.
- Triage patients with full vital work up, performing 12 lead EKG's, reviewing all medications with patient, obtaining blood pressure, and other duties as assigned.

**Heart Hospital of Austin**

**August 2013 – October 2014**

**PATIENT ACCESS REPRESENTATIVE**

- Greet and interview patients, collect copays, deductibles, and document collection status in Meditech system as well as chart.
- Abide by HIPPA Laws and maintain patient confidentiality, respond to inquiries and interpret rules, regulations, policies, and procedures, assign I-Plans accurately.
- Cross trained to work in several departments including Emergency Room, CT Registration, Day Patient Registration, and Executive Wellness.

**Licenses and Certifications**

American Heart Association Basic Life Support for Healthcare Providers CPR (Exp 5/31/2023)

**Organizations**

Member of ACC ADNPA - 2012

Capital IDEA Member and Advocate - 2011

Dream Come True Foundation Member and Advocate – 2017

**References available upon request.**