

KASSANDRA CHAVERA

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☎ (469) 823-5555

📍 Dallas, TX 75248

PROFESSIONAL SUMMARY

Compassionate and patient-focused LVN with proven expertise in providing critical and urgent care. Eager to find a travel placement position where I can support the facility by offering skills that I have acquired in my experience with fast-paced, high-pressure facilities.

SKILLS

- Medication Administration
- Attention to Detail
- Responsible and Dependable
- Time Management
- Analytical Thinking
- Strong Clinical Judgment
- Critical Thinking

EDUCATION

Dallas Nursing Institute
Dallas, TX • 10/2019

Licensed Vocational Nurse

PCI Health Training Center
Dallas, TX
Medical Office Assistant

Mesquite High School
Mesquite, TX

High School Diploma

CERTIFICATIONS

WORK HISTORY

Yukon Kuskokwim Health Corporation - COVID Response Team - Travel LVN

Bethel, AK • 02/2021 - 05/2022

- Administration of COVID-19 testing, to include rapid antigen Binax and PCR
- Administration of Pfizer 12 +, Pfizer 5-11, and Moderna COVID-19 vaccination
- Assisted in trips to rural Alaskan villages to provide care, testing, vaccinations, and supplies
- Documentation and auditing of vaccine records
- Educated rural population on the benefits of vaccination, hand hygiene, and the use of masks

Texas Oncology Blood and Marrow Transplant/Infusion Center, Medical City - Licensed Vocational Nurse

Dallas, TX • 11/2019 - 01/2022

- Provides general nursing care to patients
- Administers prescribed medications and treatments in accordance with nursing standards Assists with the preparation of equipment and aids physicians during treatment, examination and testing such as IT chemo administration and bone marrow biopsies
- Observes, records, and reports patient's condition and reaction to drugs and treatments to physicians
- Screens patients for appropriate information

Licensed Vocational Nurse -
351468
BLS Provider - 01/28/2020-
01/2024

- Instructs patients in collection of samples and tests
Scheduled patient tests, procedures and hospital admissions and provides follow-up for receipt of test results
- Responds to and triages incoming telephone calls
- Instructs patient and family regarding medications and treatment instructions
- Formulates and updates care plans
- Orders, prepares and inspects patients charts
- Post tests and examination results
- Records patient data prior to each physician visit, including but not limited to, vital signs, height, weight, allergies, and medication changes
- Assures appropriate consent has been obtained prior to treatment or procedures
- Performs lab procedures and processing of lab specimens as needed
- Files all labs and outside reports accurately and as needed
- Maintains all exam room disinfection protocols
- Maintains all chemo rooms and procedure room disinfection protocols
- Prepares exam rooms including re-stocking of treatment areas
- Phones in prescriptions and make other patient calls as required or directed by physician
- Arranges for pre-authorizations and pre-certifications as needed
- Obtains new patient records and previous test results, x-rays, scans, etc
- Acts as a backup for medical assistants if needed
- Maintains patient files, records, and other information
- Enters regimens and obtains authorizations for chemo drugs as directed by the physician.

Texas Oncology Blood and Marrow Transplant/Infusion Center, Medical City Dallas - Lead Medical Assistant
Dallas, TX • 03/2018 - 11/2019

- Escorts patients to and from exam rooms, physician offices, and treatment rooms as appropriate
- Records patient data prior to each physician visit, including but not limited to, vital signs, height, weight, allergies, and medication changes

- Obtains all necessary patient records as required by physician prior to treatment or procedures
- Prepares and stocks exam/treatment rooms and orders supplies as needed
- Assists physicians with exams and procedures as requested
- (i.e
- Bone marrow biopsies, and intrathecal chemo administration) Depending on practice-specific protocols, may be asked to obtain authorizations
- Administers subcutaneous and intramuscular injections, as delegated by RN or physician
- Maintains all exam/treatment room disinfection protocols
- Responds to patients' calls as requested
- Performs other administrative duties, i.e
- Typing, filing faxing reception, etc, as requested by supervisor or physician
- Alerts nurse/physician of abnormal vitals, any important information given by patient
- Collection of inbound meaningful use data
- Flu documentation, initial height and weight
- Prints med list for patient to review
- Fill out disability forms
- Schedule blood transfusions, therapeutic phlebotomies, ordering special tests (Oncotypes, Kras testing, EGFR (epidural growth factor receptor), Myriad, Paradigm, etc)
- May enter orders under a provider's direction and supervision
- Triage phone calls Deaccess ports

**Touchstone Medical Imaging/Advanced Imaging Center-
Baylor, Medical Center Dallas - Patient Service
Representative**

Dallas, TX • 07/2015 - 03/2018

- Answers phone calls Schedules radiological exams for multiple modalities, including but not limited to, MRI, CT, PET-CT, fluoro, ultrasound, and x-ray
- Inputs demographic data and double checks for accuracy
- Registers patients prior to their exam
- Goes over HIPAA as well as billing policy and contrast consent forms
- Explains insurance benefit information
- Collects copays/coinsurance

- Conducts reconciliation of daily collection logs Gathers bi-weekly Loomis deposit Completes closing duties that include: restocking refreshments, preparing patient screening forms for the following day, confirming appointments, and cleaning lobby,
- Oyce M
- Shotwell, M.D., P.A
- Pulmonary Critical Care, and Sleep

**Joyce M. Shotwell, MD, Pulmonary And Critical Care -
Medical Assistant/Front Desk Receptionist**

Dallas, TX . 03/2011 - 02/2015

- Assists physicians in minor office procedures (primarily laryngoscopies) Conducts pulmonary function testing (PFT) Administers finger sticks for testing Fits patients with CPAP and BiPAP interfaces Records patient data prior to each physician visit, including but not limited to, vital signs, height, weight, allergies, and medication changes
- Administers subcutaneous and intramuscular injections, as delegated by physician or NP
- Instructs and assists patients with home sleep studies Verifies insurance and obtains insurance authorizations as needed
- Works closely with the physician in transcribing medical records more specifically, office visit notes
- Orders, lab work, imaging, and durable medical equipment (DME) as requested by the physician or NP.