

# Chandra Austin

McDonough, GA

[chandraaustin5\\_utm@indeedemail.com](mailto:chandraaustin5_utm@indeedemail.com)

404-323-1529

Authorized to work in the US for any employer

## Work Experience

---

### **Clinical Medical Manager, RN**

Marietta, MI - McDonough, GA

May 2016 to Present

- Oversees recruiting and hiring of clinical staff
- Monitors all accreditation, ensure all requirements are met for Physicians as well as ancillary clinical staff
- Manages day to day operations of all staff
- Evaluate the performance of staff nurses
- Provides feedback, mentors, develops education programs, contributes to staff professional development
- Interviewing
- Maintains inventory of medicines, equipment and supplies.

Clinical Allergy Specialist

Atlanta, GA

### **Clinical Allergy Specialist, RN**

Integrity Medical Services - Atlanta, GA

September 2010 to May 2016

- Skin prick allergy testing
- Administer allergy injections
- Mix allergens according to RX
- Lab testing
- Patient interaction regarding labs and allergy injections
- Maintained industry knowledge through continuing education, training and monitoring of industry publications.

- Oversaw food challenges to help patients understand personal level of sensitivity, providing emergency response for adverse reactions.
- Ordered tests, including skin and IgE RAST tests to identify possible allergens.

### **Case Manager, RN**

Hope Haven House - Canton, MI  
December 2007 to September 2010

- Assess new patients.
- Update and revise patient health care plans as needed.
- Educate patients and families about health care plans and options.
- Make clinical decisions for routine patient care.
- Accurately document and submit medical records.
- Educate patients and families about health care plans and options
- Make clinical decisions for routine patient care
- Accurately document and submit medical records
- Demonstrate knowledge in medical care; such as diagnostic procedures, medication, symptoms, and other treatment-related therapies
- Provide emotional support to patients and families
- Evaluate and determine needs of patients
- Review results from medical tests
- Implement physician orders and other nursing procedures
- Create an environment for open communication

## Education

---

### **Bachelor of Science in Nursing**

Eastern Michigan University - Ypsilanti, MI  
December 2007

## Skills

---

- T  
Clinical and medical analysis  
Medical and clinical supervision  
Medical Manager Software  
Chandra  
Clinical team collaboration  
Medical billing and collections  
Thomas  
Copying medical records  
404-323-1529  
Clinical staff management  
chandraclk23@yahoo.co m EXPERIENCE
- Healthcare (10+ years)
- Microsoft Word (7 years)

- Receptionist (5 years)
- Scheduling (7 years)
- Outlook (6 years)
- Management (8 years)
- Documentation (8 years)
- Health Care (10+ years)
- CPR (9 years)
- Microsoft Outlook
- Schedule Management
- Time Management
- Medical Scheduling
- Front Desk