

Carissa Carol Gomez

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Experience

Multisite lead RN

Mar 2016 - Present

Physicians Immediate care, Six corners/ South loop

Assists to optimize patient flow, enabling the physician to see more patients and conduct more robust visits

obtains medical history/vitals

Supports patient care delivery such as casting to laceration cleaning, ancillary testing and tasks as ordered by the Provider (PFT, EKG, injections, audiograms, blood draws) and as certified

Assists providers during examination and treatment

Dispensing medications and DME within scope of practice and as ordered by the treating provider and in accordance with state regulations.

Applies bandages, dressings and splints as ordered by the treating provider

Educates patients with discharge forms and completes records

Maintains supplies, cleans rooms and decontamination of equipment, and stocks rooms with required supplies

Maintain and operates all clinical equipment, including calibration and record keeping in accordance with current policy and procedures

Drug screen collections for both DOT and Non-DOT drug screens, according to DOT guidelines; ensures preparation for pick-up and shipment to appropriate laboratory

Vaccine administrations, ear irrigation, strep testing, A1C finger stick, urine dipstick, EKG

and routine blood drawing

Pharmacy/lab call backs as well as perform other duties, as assigned

Registered Nurse

Apr 2013 - Jul 2016

Endocrinology and Internal Medicine, Associates in Internal Medicine, Dr. Gong M.D, Elgin, IL (US)

Escorts patients to exam room, obtaining accurate vital signs then entering information in ECW

Documenting reason for visit and confirming any updates including allergies, medications, pharmacy and insurance

Handles daily office operations by triaging high volume of calls and scheduling appointments, handling insurance and or pharmacy prior approvals for either medications and or procedures.

Knowledge of basic first aid, CPR and infection control information

Clean and prepare the exam room for the next patient, stock all exam rooms in treatment area by following established protocols for disinfection and sterilizing equipment and instruments, participates in environmental safety rounds.

Manages daily downloading and scanning of patient glucose meter recordings and patient documents

Assists physicians with exams, vaccinations, ear irrigation, strep testing, A1C finger stick, urine dipstick, EKG

Maintain vaccine/medication inventory by maintaining equipment and instruments according to clinic guidelines

Obtains patient records from Epic and PowerChart, assist patients with setting up a patient portal

Respond to the needs of physicians and patients to expedite visit and maintain flow and prioritize tasks accordingly

Medical Assistant/ Registered Nurse

Aug 2004 - Jan 2013

Dr. Susarla Medical Center, Elgin, US

Managed clerical duties such as filing medical records, arranging patient appointments, bookkeeping, and updating patient files to improve office management

Performed a variety of routine blood drawing procedures to assist physicians during routine exams

Recorded patient medical history and vital signs to prepare patients for visits

Explain treatment procedures to patients to help nurses with patient intake process

Arranged for patient hospital admission and laboratory services

Excelled in customer service while greeting clients on phone/front desk and promptly transferred calls to staff

Medical Assistant

Oct 2002 - Aug 2004

Dr. Weiss Medical Clinic, West Dundee, US

Obtained intake information, including personal data, medical history, and insurance coverage

Utilized standard procedures for the maintenance of positive patient identification

Confirmed with patients to obtain information for laboratory records

Verified patient information, verified insurance information

Medical Assistant/Front Office

Dec 2000 - Aug 2002

Dr. Ross Children's Health Center, Elgin, US

Supervised the patient intake process by measuring signs such as temperature, pulse rate, weight, height, blood pressure and recorded this information for the doctor's review

Maintained the data of the patients and office in various databases and maintained patient records, billing, transactions to improve overall office procedures

Assisted management with sterilizing/cleaning instruments and preparation of the treatment

rooms for patients

Ensured cleanliness and hygiene all over the hospital premises

Performed secretarial tasks such as appointment setting, insurance verification and filing management

Skills & Specialization

42 Wpm, Blood Drawing, Customer Service, Collections, Emr, Database Management, Transcription, Data Entry, Database, Bilingual

Education

Midwestern Career College

Jun 2002 - Aug 2005

Associate's Degree, Family and Consumer Sciences

Chicago, US

Larkin High School

Jan 1996 - Jan 2000

High School Diploma

Elgin, US