

Ruschel Sage

Polson, MT 59860

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Position as a Surgical Technologist

- HIPPA
- Medical terminology
- Clerical experience
- Computer operation
- Phone etiquette
- Cerner
- Quality assurance
- Office management
- Medical records
- Epic

- Phlebotomy
- Medical scheduling
- Transcription
- Medical office experience
- Anatomy knowledge
- Hospital experience
- Insurance verification
- Physiology Knowledge
- Patient care

Certified Medical Assistant

Certified Phlebotomist

High School Diploma/GED

Sentinal High School- Missoula MT

August 1991 to June 1993

Authorized to work in the US for any employer

Work Experience

Flathead Valley Community College

Kalispell, MT

December 2021 to Present

I am a full-time student working to get my AS, AAS in Surgery, and my BSN in nursing.

Certified Medical Assistant

St. Luke's Community Healthcare - Polson, MT

December 2019 to Present

Working close with doctors and providers to ensure patients are getting quality care. Taking vitals, EKGs, Venipuncture-blood drawing, point of care testing, BLS, CPR, administering injections and immunizations. Curb side COVID testing. Assisting providers with small office procedures. Medication refills, and referrals
Prior Medical Experience

805 Dakota Ave
Libby, Mt 59923
(406) 303-0488
rustisage1@yahoo.com

Please review the following documents as I am interested in the position as a surgical technician. I am currently enrolled in the Salish Kootenai college to further my education and knowledge in the medical field. I will be completing the course in 2025. I have a long list of past medical field jobs and certifications and I feel that my experience fits the qualifications you are seeking.

I have always been interested in helping the community and providing quality care to anyone who seeks it. I have had many past jobs in the medical field, and I am excited to further my experience, and would be honored to be apart of your team. Being a Surgical technician has been a dream of mine for a while, and I am beyond excited to further my education and experience in the medical field.

As you can see on my resume, I have a diverse set of skills in the medical field that I feel can help benefit your team. Those include, administering immunizations and vaccines, EKGs, Point of care testing, CPR, and many more. I am certified in CPR, I am a Certified Medical Assistant, and a certified Phlebotomist, and am currently working on my Surgical Technologist certification.

Thank you for taking your time to consider my application. With my experience and certifications, I feel like I am a good candidate and meet the qualifications you are seeking. I have always wanted to help the community and keep families together by providing quality care to everyone. I hope that you will allow me to join your team, as I would greatly benefit your organization. I hope to hear from you soon.

Certified Medical Assistant

Western Montana Clinic Dermatology - Missoula, MT
August 2018 to December 2019

Working close with doctors and providers to ensure patients are getting the best care needed. Taking vitals, EKGs, Venipuncture- blood drawing, point of care testing, BLS, CPR, transcribing doctor notes, administering injections and immunizations. Assisting with procedures and preparing for biopsies in a clinic setting.

Certified Medical Assistant

Cost care - Missoula, MT
March 2016 to February 2017

Working close with doctors and providers to ensure patients are getting the best care needed. Taking vitals, EKGs, Venipuncture-blood drawing, point of care testing, BLS, CPR, administering injections and immunizations. Ordering office and medical supplies.

Education

College Degree in AAS

Skills

- Vital Signs
- Documentation review
- Medication administration
- Experience Administering Injections
- Phlebotomy
- EMR Systems
- Physiology Knowledge
- Patient Care
- Venipuncture
- Cerner
- Anatomy Knowledge
- Medical Records
- Medical Scheduling
- Laboratory Experience
- Medical Office Experience
- Epic
- Clerical Experience
- Insurance Verification
- Transcription
- Computer Operation
- Triage
- HIPAA
- Medical Terminology
- Medical Coding
- Phone Etiquette
- Office Management
- ICD-10
- Medical Billing
- Computer Skills
- Employee Orientation
- Caregiving

Certifications and Licenses

Certified Medical Assistant

May 2022 to May 2023

Certified through NCCT

CPR Certification

AED Certification

CCMA Certification

BLS Certification

Current

Phlebotomy

June 2019 to Present

Current