

Aneeta Singh

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(646) 406-9452

To obtain an entry level Registered Nurse position in a healthcare facility that would utilize and expand my nursing education and hands-on experience to strengthen a facility's operation.

Authorized to work in the US for any employer

Work Experience

Infection Preventionist, RN ADON

Rome Health and Rehabilitation Center

March 2017 to Present

- Facilitates the resolution of issues and concerns associated with resident / patient care including family issues.
- Implements and evaluates all nursing procedures and systems relative to unit programming.
- Point Click Care system, Audits, UDAs
- Entering new resident orders from hospital.
- Performs nursing assessments regarding the health status of the resident / patient.
- Medication Administrations, Ordering medications, F/u with pharmacy
- Ordering labs and f/u with incoming and outgoing labs and addressing results
- Setting up transport for resident appointments.
- Develops a plan of care and implements nursing care based on assessment.
- Provides health education to patients and their families..
- Adheres to scope of practice limitations based on qualifications.
- Completes required forms and documents in accordance with company policy and state and/or federal regulations.
- Performed general nursing duties in cases of emergency or staffing shortages.

Patient Care Coordinator

Minoli and Vijay PC, DDS - New York, NY

April 2014 to October 2016

- Greeting patients, answering multi line phones
- Faxing, Copying and Filing Charts
- Collecting Co-payments
- Scheduling appointments
- Verifying insurance information
- Organizing and updating patient files
- Billing insurances, pre-treatment authorizations

Dental Assistant/Office Manager

Alan J. Rosenthal D.D.S - Riverdale, NY

May 2010 to September 2014

- Greeting patients, answering multi line phones

- Faxing, Copying and Filing Charts
- Collecting Co-payments
- Scheduling appointments
- Verifying insurance information
- Organizing and updating patient files
- Billing insurances, pre-treatment authorizations

Nursing Student Clinical Rotation

Coney Island Hospital - Brooklyn, NY

February 2014 to June 2014

- Medical Surgical unit
- Conducted head to toe assessments of patients
- Assessed and monitored patient status and provided personal care
- Vital Signs, Medication Administration, Wound care
- Nursing care plans

Nursing Student Clinical Rotation

Maimonides Hospital - Brooklyn, NY

January 2013 to February 2014

- Assisting the RN in caring of the clients
- Wound care, vital signs, Medication Administration (Oral, IM, subcutaneous)
- Medical surgical nursing unit
- Labor and delivery unit- Assisted in deliveries
- Pediatrics- PICU and NICU units
- Psychiatric unit- Evaluate patients and engage in therapeutic communications

Patient Care Coordinator

Parkwest Dental Associates

March 2009 to January 2011

- Greeting patients, answering multi line phones
- Collecting Co-payments
- Scheduling appointments
- Verifying insurance information
- Organizing and updating patient files
- Billing insurances, pre-treatment authorizations

Dental Assistant/ Receptionist

September 2007 to March 2009

- Assisted doctor with 20+ patients with pre and post dental procedures
- Ordered and stocked supplies
- Greeted patients, answered phones, faxed, copied, collected payments, and scheduled appointments, etc.
- Developed x-rays and kept x-ray machinery clean
- Organized and filed patient charts

Education

Associates Degree in Nursing in RN

ASA College- The College of Advanced Technology - Brooklyn, NY

2014

License in Nursing

Georgia State Board of Nursing