

Kortnee Turner, LPN

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Medical Skills

- Triage
- Perform EKG's
- Obtain vital signs
- Prepare and administer injections
- Administering vaccines (COVID 19 included)
- Phlebotomy
- Order diagnostic tests
- CPR/BLS
- Point-of-Care testing (POCT)
- Wound dressing and undressing
- COVID-19 testing (nasal, nasopharyngeal and oropharyngeal swabbing)
- PEG tube management
- Run fluids intravenously

Administrative Skills

- Maintain medical records
- Schedule visits/testing
- Customer relations
- Patient registration
- Supervision/Charge role
- KRONOS timekeeper
- HIPAA compliance
- Immobile
- Cerner
- Epic
- GE-IDX Scheduling
- Athena
- MediTech
- Point Care Click
- API Time and Attendance and API Shift Select

Experience

JULY 2022 – PRESENT

Licensed Practical Nurse/ Optimal Staffing Solutions

Richmond, VA

- Give medication as prescribed by physician (all routes)
- Obtain vitals
- Recording patient medical history

- Basic wound care, including cleaning and bandaging injured areas
- Documenting pressure injuries, notifying appropriate team (observing for skin breakdown)
- Assisting with daily needs such as bathing, toileting and dressing
- Monitoring fluid/food intake and output
- Assign roles to care techs and/or nurse assistants

FEB 2022 – PRESENT

**Licensed Practical Nurse/ Henrico Doctors – Parham
Inpatient Rehab
Richmond, VA**

- Give medication as prescribed by physician (all routes)
- Obtain vitals
- Recording patient medical history
- Basic wound care, including cleaning and bandaging injured areas
- Documenting pressure injuries, notifying appropriate team (observing for skin breakdown)
- Assisting with daily needs such as bathing, toileting and dressing
- Monitoring fluid/food intake and output

MARCH 2018 – PRESENT

**Certified Medical Assistant (Supplemental)/ VCU Health
Richmond, VA**

- Travel to variety of clinics throughout VCU health system (urology, pelvic health, women's health, wound care, pediatrics, orthopedics, dermatology, internal medicine, geriatrics, complex care, physical medicine and rehab, endocrinology, gastrointestinal, cardiology, allergy infusion, surgical specialty, bariatric surgery, infection disease, etc.) to provide clinical medical care for patients
- Obtain vitals, rooming and assisting with various nursing support roles
- Assisting with procedures
- Effective March 2020 – staff COVID testing sites (charge role)
- Effective January 2021 – staff COVID vaccine sites
- Resource for troubleshooting COVID testing site issues (inputting standing orders)
- Preceptor for incoming CMA's and nurses

FEBRUARY 2019 – AUG 2021

**PBX Operator/ John Randolph Medical Center
Hopewell, VA**

- Answer incoming calls
- Direct call to guest rooms, staff, or departments through the switchboard or PBX system
- Places outgoing calls
- Page providers via switchboard, Send Word Now or Imobile
- Log all calls made from nurses to providers
- Operate overhead page system for medical and facility alerts

MAY 2019 – JULY 2020

**Nurse Tech/ John Randolph Medical Center
Hopewell, VA**

- Provide basic patient care under supervision of RN
- Observing patients
- Documentation of changes of medical condition, when needed
- Provide personal hygiene assistance
- Patient ambulation
- Record vital signs and measure I's and O's

NOVEMBER 2017 – JUNE 2018

**Accessioning Technician and Unit Champion/ Bon Secours
Health Partners Lab St. Mary's Hospital, Richmond, VA**

- Receive and prepare specimen for processing in laboratory, in timely manner
- Deliver specimen to appropriate departments
- Run send out tests for LabCorp
- Communicate effectively with hematology, microbiology and chemistry department
- Attend monthly unit champion meetings and communicate information with unit, shift leads and supervisor of department

AUGUST 2015 – NOVEMBER 2017

**Certified Medical Assistant/ Bon Secours St. Mary's
Hospital, Richmond, VA**

- Obtain and record vitals
- Fulfill patient orders for sleep equipment
- Insurance verifications and authorizations
- Patient scheduling (sleep diagnostic testing, titrations and visits)

FEBRUARY 2015 – JANUARY 2016

**Certified Medical Assistant/ MediWeight Loss Clinics
Richmond, VA**

- Perform EKG's
- Obtain and record vitals
- Perform phlebotomy and run specimen for LabCorp
- Administrative duties: check in and out patients
- Patient scheduling
- Handle cash and credit card machine for transactions

AUGUST 2012 – MARCH 2015

Assistant Manager/ Rainbow Kids, Richmond, VA

- Assist customers and give advice/guidance on product selection
- Process shipment and stock control
- Manage cash register, process refunds and handle cash/credit cards
- Train and oversee associates in ensuring assigned tasks are being fulfilled
- Key carrier
- Coordinate monthly audit meetings

Education

AUGUST 2019 – MAY 2021

**Associate of Nursing (Licensed Practical Nursing) / J.
Sargeant Community College**

- Honors graduate (Dean's List)
- License #0002101939 expire 09/30/2024

AUGUST 2019 – MAY 2021

**Associate of Nursing (Licensed Practical Nursing) / J.
Sargeant Community College**

- Honors graduate (Dean's List)
- License #0002101939 expire 09/30/2024

JULY 2013 – APRIL 2014

Associate of Applied Science (Medical Assistant) / Virginia College

- Dean's List (GPA of 3.8+)
- Honors graduate
- Phlebotomy certification (license #VA22188E1213)
- Certified medical assistant degree (certification # 2471794)

Volunteer Opportunity

FEB 2021 – APRIL 2021

COVID Vaccine Clinic at Hanover Vaccination Site

- Administering COVID vaccines to residents in Hanover, VA
- Charting