

Samantha Clayton

Registered Nurse

Victoria, TX 77901

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- Registered Nurse on Med-Surg unit
- Six Plus Years of Supervisory Experience
Customer Service and Collections

- Three plus Years of insurance verification, collections, medical record review, schedule management and front and back office supervisory experience in a medical office setting.
- Patient care experience, from clinical experience at coastal bend college, clinical time, and working as a patient care tech at citizens medical center.

Willing to relocate: Anywhere

Work Experience

Registered Nurse (RN)

DeTar Healthcare System - Victoria, TX

May 2022 to Present

Working with pre and post op surgical patients, also with medical patients. Insert ivs. Ng tubes, and various of skills, monitor vital signs, record and monitor I&O's, wound dressing changes, administration of medication, blood draws, trach care, accu checks, assist the patients with adl's and hygiene needs, assess the patients daily, critical thinking for problem solving, charting in medhost in clinview, education of procedures and medications given to the patient. Education on diagnoses and what to avoid.

Owner

The Stompin' Donkey Boutique - Victoria, TX

January 2011 to January 2022

Schedule events on weekends, Schedule varied assistants to work alongside myself, Inventory management, Customer Service, outside sales thru events and online. Revenue management, generate reports and record keeping.

Patient Care Technician

Citizens Medical Center - Victoria, TX

January 2021 to April 2021

connected patients to vital sign machines and ekg machines.

answered call lights and assisted patients when needed

I passed water out to patients every morning.

I checked vital signs for patients I was assigned to 3 times a day or when asked by a nurse or physician.

I helped patients with their daily ADL's.

I helped patients with showering and bathing.

I assisted patients to the bathroom, or beside commode.

Documented vital signs, and any skills that i performed with patients.

Release of Information Specialist

IOD Incorporated

May 2013 to July 2014

Document Preparation, Notarized Affidavits after careful review, Customer Service, Medical Record Management, Answered multi line telephone system, Review medical record requests for completeness and accuracy, entered all medical record requests, scanned all records released.

Front Office Image Associate

South Texas Radiology

January 2012 to January 2013

Schedule management, medical record management, answered a multi-line telephone system, verified insurance and obtained preauthorization's, Prepared patient charts, updated patients financial and demographic information, Identified and resolved patient billing and payment issues, obtained payment from each patient.

Emergency Room Health Unit Coordinator

Citizens Medical Center - Victoria, TX

February 2011 to January 2012

I answered telephone calls for the unit
prepared charts for patients being seen in the emergency room
sent medical records and authorization of release paperwork to physician offices
entered insurance and demographic information into meditech
provided clerical support to the nurses and Physicians in the emergency room
Contacted Physicians per the nurse or physician request.

Front Office Supervisor

North Woods Urology

August 2007 to January 2011

Developed departmental goals, objectives, and standards of performance, trained staff on office software, collections, insurance verification, and customer service, Determined prior authorizations for outpatient procedures, electronic medical record management, verified and pre-certified medical and radiology procedures and surgeries, maintained strict patient and physician confidentiality, Managed collections of patient balances, Prepared over 500 charts on a weekly basis.

Education

BSN in Nursing

UT Arlington - Arlington, TX

August 2022 to Present

Associate Degree in Nursing in Nursing

Coastal Bend College - Beeville, TX

August 2020 to May 2022

Skills

- Medical Collection

- Schedule Management
- Records Management
- Medical Office Experience
- Office Administration
- Patient care (1 year)
- Insurance Verification
- Medical Records
- EMR Systems
- Multi-line Phone Systems
- HIPAA
- Medical Scheduling
- Hospital Experience
- Nursing
- Medical Terminology
- Outside Sales
- Phone Etiquette
- Tube Feeding
- Vital Signs
- Medication Administration
- Clerical Experience
- Microsoft Outlook
- Communication skills
- Computer literacy
- Computer skills
- Microsoft Word
- Anatomy Knowledge

Certifications and Licenses

CPR Certification

BLS Certification

RN License

Compact State Nurse License

Assessments

Clinical judgment — Proficient

September 2022

Assessing a patient's condition and implementing the appropriate medical intervention

Full results: [Proficient](#)

Patient-focused care — Proficient

September 2022

Responding to patient concerns with sensitivity

Full results: [Proficient](#)

Medical terminology — Proficient

September 2022

Understanding and using medical terminology

Full results: [Proficient](#)

Home health aide skills — Expert

September 2022

Providing care to patients in a home setting

Full results: [Expert](#)

Nursing assistant skills — Highly Proficient

September 2022

Providing nursing aid to patients using knowledge of relevant equipment and procedures

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

Areas of Expertise

- Self-starter, Meets/Exceeds Goals, Attention to Detail and Customer Service
- Excellent Relationship and Negotiation Skills
- Work Schedule Management
- Problem Resolution
- Administrative Support, Report Development
- Computer Proficient, Microsoft Office Skills
- Medical industry
- Collections, Insurance Verification, medical record management and front and back office management.