Lauren Ann Belk

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Education

VICTORIA COLLEGE – VICTORIA, TEXAS
Associate's of Applied Science Degree in Respiratory Care- August 2008

Employment History

CITIZENS MEDICAL CENTER- VICTORIA, TX

REGISTERED RESPIRATORY THERAPIST AUGUST 2007- PRESENT

- Performed basic respiratory and laboratory procedures in critical care areas and on the medical floor.
- Specialized in the nursery and pulmonary rehabilitation department.
- Marketed the pulmonary rehabilitation department to local doctor's offices in Victoria.
- Educated patients on proper use of oxygen and medications, and on their disease process.
- Maintained patient confidentiality and adhered to the HIPPA policy.

VICTORIA WARM SPRINGS HOSPITAL – VICTORIA, TX

REGISTERED RESPIRATORY THERAPIST DECEMBER 2007- AUGUST 2008

- Performed basic respiratory and laboratory procedures in critical care areas and on the medical floor.
- Educated patients on the proper use of oxygen, medical equipment, and medications.
- Participated in Team Rounds to ensure that patients received the optimum care for their medical condition.
- Maintained patient confidentiality and adhered to the HIPPA policy.

DICK'S FOOD STORE- VICTORIA TX

OFFICE MANAGER MAY 1996- AUGUST 1999 & MAY 2005- MAY 2008

- Reconciled accounts and cashier drawers daily.
- Performed general clerical duties such as filing, answering telephones, taking messages, and making copies.
- Created a weekly schedule for office staff, cashiers, and sackers.
- Provided excellent customer service and maintain confidentiality of all client and company information.
- Prepared and mailed customer and state account invoices on a monthly basis.

AUSTIN RADIOLOGICAL ASSOCIATION- AUSTIN, TX
TECHNOLOGIST ASSISTANT SEPTEMBER 2003- MAY 2005

- Responsible for interviewing all patients, preparing them for their exam, and positioning the patient on the CT or MRI table.
- Provided excellent customer service when calling patients and doctor's offices to confirm appointments and collect doctor's orders.
- Cross trained to assist in the front office, file room, and radiologist assistant when scheduling conflicts occurred.
- Responsible for ensuring the insurance coding was correct and the patients were billed properly for their exams.

Skills and capabilities

Healthcare Provider, ACLS provider, Proficient in basic computer skills, Microsoft Office, Meditech, and Pyxis