

Reanna Gentzler

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Objective

Seeking a clinical technician position at a hospital or facility and providing attentive, highly professional assistance to patients, nurses, and physicians. My goal as a clinical technician is to advocate for all human beings as well as expand my knowledge and experience in urgent patient care. I hope to find a job that will fulfill my aspiration to improve healthcare and each individual I have the opportunity to care for.

Education

Alvernia University, Reading, PA

Healthcare Science Major

Biology and Psychology Minors

Graduation May 2019

Pennco Tech, Blackwood, NJ

Medical Administrative and Clinical Assistant

Graduation November 2020

Clinical Experience as a Nursing Student

Reading Hospital (Med-surg floor)

January 2018- April 2018

- Assist Nurses and patients, obtain vital signs, patient documentation and charting using Epic.

The Highlands at Wyomissing

January 2018

- Obtained vital signs, gave a full physical assessment, assisted with feeding and hygiene care, assisted patients with wheelchair and hooyer lifts, performed Activities of Daily Living (ADLs).

Work Experience

Penn Medicine Cardiovascular, Philadelphia PA

November 2020 - Present

Clinical Services Associate

- Lead Medical Assistant
- Assists doctors and practitioners
- Perform vital signs and ECG on every patient
- Patient documentation, check in/check out, and scheduling through EPIC
- RRT Champion

- Tutor** July 2020 - November 2020
- Individual tutor sessions for a classmate in the medical assistant program
 - Set up after school study sessions for the entire class

Youth Advocate Programs, Woodbury NJ November 2019 - April 2020

Administrative manager

- Ensuring that the office runs smoothly and efficiently for both staff members and patients
- Supervising day-to-day operations of the office and staff members
- Collecting, organizing, and storing patient health records using the Evolv software system and filing systems
- Planning, scheduling, and promoting office events, including meetings, and training sessions

Babysitter August 2016 - May 2019

- Babysitter and tutor of two children living in Muhlenberg, PA.
- A second job I picked up during college to broaden my knowledge and experience with children

Volunteer/Service Experience

- Clean up Reading Parks August 2015
- Raise awareness for children's hospital of Philadelphia (CHOP) March 2018
- Gloucester County Senior Services July 2018 - August 2018
- Alvernia University Intersvarsity club August 2018 - May 2019
- Help with the Bernardine Franciscan Sisters February 2019
- Alvernia University Retreat Leader March 2019
- Cleaned the Thorofare Fire Trucks in memory of 911 September 2019
- Veterans of Foreign Wars Present
- South Jersey Volunteers Organization Present

Achievements

- Alvernia University Dean's list senior year (2018 - 2019)
- Pennco Tech Honor Roll Certificate for both terms
- Pennco Tech Reliability Certificate for both terms
- Pennco Tech Term One and Two Completion Certificates
- Pennco Tech Top Technician

Certifications

- NHA Certified Clinical Medical Assistant (CCMA)
- HIPAA Certified
- Bloodborne Pathogens Certification
- CPR, AED, BLS/First Aid Certification
- SimChart EHR Certification
- Epic Software Training completion
- Evolv Software Training completion
- Rutgers Basic Advocacy Training

Qualifications and Skills

- Phlebotomy Training, Glucose Testing and Injections
- EKG and Vital Signs
- Minor Office Surgery Preparation and Provider Assistance
- Activities of Daily Living
- Universal Precautions
- Medical and Surgical Asepsis
- Urinalysis & Specimen Collections
- Triage
- General Medical Office Procedures
- Medical Transcription and Document Processing
- Medical Records/ Patient Chart Management; Electronic and Manual
- Knowledge of Insurance Claims/Billing [ICD-10 & CPT Coding], Knowledge of Navinet
- Simulated Administrative/Clinical Medical Office Setting with Hypothetical Case Scenarios
- Software: Electronic Medical Records (SimChart for the Medical Office) & Microsoft Office Suite
- Customer Service
- Administrative and computer skills
- Check in/Check out
- Scheduling
- Communication
- Time management
- Cleanliness and organization
- Attention to detail
- Knowledge of basic medical procedures

