

Dianne Slane

267-394-1033 /diannesln@gmail.com

Summary of Qualifications

- Managed EKG office
- Ordered supplies
- Transcribed and Performed EKG's and Single Average EKG's
- Patient Care (0-99 years) and Customer Service
- Handled Multi Phone Lines
- Type 35-40 WPM/10 Key
- Trained Doctors and Staff on new Computer Soft-ware
- Proficient in Hospital soft-ware/Word 97-2010
- Knowledge of Excel and Outlook
- HIPPA complied
- Registration/Receptionist
- Schedule Testing of Stress Testing and Echo
- Copying and Faxing of Micro-Fische

Professional Experience

Volunteer Aid

American Red Cross 2010 to Present

- Greet Customers, answer phones and Data Entry
- Address mail for donations and work fund raisers
- Responsible for driving Children and Adults to and from homeless shelter
- Check in Patients for blood drives and ensured Patients have juice and cookies
- Transport blood to Philadelphia's blood bank

Support Service Clerk/Assistant

St Mary Medical Center 1997 to 2010

- Accurately Transcript EKG's for Doctors
- Performed EKG's and Single Average EKG

- Ensured proper filing of Charts
- Copied Micro-fische for Lawyers and Doctors
- Greeted and Register Patients at front Desk of Cardio-Pulmonary and Cath Lab
- Scheduled inpatients and outpatients for various appropriate tests
- Excellent Customer Service skills with the ability to problem solve
- Worked with doctors and nursing staff to ensure proper logistics for patient testing

Education

Certified in:

Business Computer Applications Specialist

CHI Institute, Southampton, PA

Home Health Aid

Mars Care, Philadelphia, PA

CPR

Training in:

GE MUSE Applications

Singer Island, Florida

Animal CPR

American Red Cross, Langhorne, PA