

Sample Chronological Format

Jane Swift
9 Central Avenue
Waterbury, VT 04676
(802) 555-1212

Career Objective: A challenging opportunity for a health care professional with a proven track record in administrative and leadership accomplishments.

Employment History:

Sisters of Mercy Hospital, Waterbury, VT

Director, Medical Records May 2001-present

Plan, organize, direct and control the activities of two supervisors and thirteen employees in a medical records department servicing a 400 bed non-profit teaching hospital with an annual rate of 14,000 patient discharges, 19,388 emergency service visits and 29,723 patient and clinic visits.

- Reduced backlog of \$1.2 million in suspended billing and a three month backlog in coding within first six months of assumption of department in 2001.
- Eliminated a backlogged in-house transcription service with a direct-dial contract transcription service resulting in improved turnaround time and better quality transcription. Reduced loss of transcription from 20 % to a negligible rate.

Waterbury General Hospital, Waterbury, VT

Assistant Director Medical Records 1996- April 2001

- Assisted in planning, organizing and directing the activities of five employees in a medical records department servicing a 267 bed proprietary hospital with an annual rate of 8,000+ patient discharges.
- Opened the Medical Records Department in this new hospital, 1996.
- Created departmental layout, staffing policies and procedures for the new department.
- Prepared department for initial Medicare, state licensure and JCAHO surveys for Medical Records Services, Medical Audit Program and Utilization Review.

Professional Organizations:

-American Medical Record Association
-Risk Management Association
-DRG Management Association

Education:

-Vermont State University Certification: Medical Records Administration
-Connecticut State University: B.A. 1995

Pat Ortega – RN, BSN

311 Cumberland Drive

Providence, Rhode Island 05687 Cell (555) 555-4444

Home: (555) 554-1233

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Dedicated RN with proven track record providing quality, patient-centered care in home, hospital, nursing home and private office settings seeks home health care position. Dually licensed (Rhode Island and MA), solidly credentialed with comprehensive background in pediatric, oncology, long-term care and ICU/ER nursing. Knowledgeable of Medicare home health regulations and JCAHO standards.

Professional Experience:

NORTHRIDGE HOSPITAL – Providence, RI

Staff Nurse (ICU- 2002 to Present; ER- 1998 to 2002; Radiation Oncology – May 1994-1998)

- Offered direct patient care to surgery, emergency and cancer patients within a 700 bed hospital.
- Oversaw and administered patient medication/dosage and interpreted physician instructions.
- Carefully monitored and promptly treated surgical, chemotherapy and radiation therapy complications including pain management, infection and hypercalcemia.
- Selected as ER team leader and directed four-member team of technicians.
- Assisted director of nursing in planning, implementing and performing chart auditing for quality improvement projects.

SUREBRIDGE COUNTY DEPARTMENT OF HEALTH – Johnstown, MA

Public Health Nurse, October 1992- April 1994

Provided compassionate nursing care to individuals, families and community groups from diverse socio-economic backgrounds in home, clinic, nursing home and community center environments.

- Responsible for an average caseload of 40 patients per month.
- Assessed client needs and provided customized treatment plans.
- Provided patient education on issues including health, wellness, cancer recovery, smoking cessation, parenting and wound/burn care.

COPELAND PEDIATRICS – Wabash, MA

Pediatric Nurse, September 1990 - September 1992

Assisted Dr. Copeland in a thriving pediatric practice with 750 patients. Performed well-child exams, immunized children, updated medical charts/histories and consulted with parents on a wide range of healthcare, developmental and behavioral issues.

Pat Ortega, RN, BSN - continued

Education:

BSN, May 1990, Rhode Island College – Providence, RI
Graduated cum laude
President, Nursing Students Association, 1989
Sigma Theta Tau Nursing Honor Society

***Current Licenses &
Certifications:***

RI Registered Nurse (License #12345)
MA Registered Nurse (License #67890)
Advanced Cardiac Life Support (ACLS)
Pediatric Advanced Life Support (PALS)