

KEITH ADDICKS

SUMMARY

I am a certified Retinal Angiographer, working in a fast paced environment, responsible for the care of as many as 60 patients in a day. I have enhanced the processes used in that care from the intake, through the dissemination of results to the patients. I am a dedicated and highly disciplined person in my professional and personal life. In the work I do, errors can result in catastrophic outcomes for my patients. In addition to administering IV medicine and performing complicated test of the eye, I review charts and test results for accuracy and communicate the information compassionately, accurately, and clearly so the patients are able to make informed choices. I am looking to leverage these skills to a career in helping my clients with successful outcomes. I have spent my life successfully following processes and working daily with people one on one. I owe my strong work ethic, discipline, and organizational skills to the example my father set.

EXPERIENCE

National Retinal Institute - Baltimore, MD Ophthalmic Photographer, Certified Retinal Angiographer, 2018 to Current

- Schedules and coordinates all graphic request for physicians and staff.
- Assist in coordination of the overall clinic flow through imaging, technical workup, patient moving, and assisting satellite staff.
- Monitors patient encounters in accordance with compliance guidelines.
- Executes patient pre visit process, including but not limited to downloading records, equipping the exam room with all necessary medical supplies and equipment.
- Maintains to Compliance standard regarding patient demographic and medical information.
- Facilitates onsite training of new procedures and equipment to staff.
- At ease with patients of all ages. Able to read their body language and make them comfortable with the procedures the doctors have ordered.
- Prioritize patients and exams to reduce waiting time and increase efficiency.

Eye Consultants of Maryland - Baltimore, MD Director of Photography, Certified Retinal Angiographer 1993 to 2018

- Schedules and coordinates teams work responsibilities and locations.

CONTACT

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SKILLS

- Supervision
 - Team management
 - Communication
 - Detailed
 - Microsoft Office Software
 - Organized
 - Multitasking requirements
 - Mentoring of others
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- Assist in coordination of the overall clinic flow through imaging, technical workup, patient moving, and assisting satellite staff.
- Monitors teams' technical performance and patient care.
- Executes teams' yearly performance review to standards established on a yearly basis.
- Maintains to Compliance standard regarding patient demographic and medical information.
- Facilitates onsite training of new procedures and equipment to staff.
- Able to manage a good work environment within the stresses of a fast paced and demanding schedule set by the doctors.
- Prioritize patients and exams to reduce waiting time and increase efficiency.

**Eye Associates of the University of Maryland – Baltimore, MD
Ophthalmic Photographer 1985-1992**

- Take pictures of eyes and develop the pictures in onsite darkroom.
- Maintained and ordered supplies for darkroom.
- Maintained all photographic equipment and scheduled servicing.

EDUCATION AND TRAINING

Photography , 05/1986

Dundalk Community College - Baltimore, MD

Internship at Johns Hopkins University School of Medicine, department of Pathology, Johns Hopkins Hospital, 01984/85 - Baltimore, MD