

# **Elisa M. Villegas**

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## **OBJECTIVE:**

To build a life-long rapport with patients and co-workers, while contributing and growing with your establishment. To obtain a long-term career with your facility to broaden my knowledge and experience in the healthcare field.

## **FOCUS & SUMMARY:**

Highly motivated, team oriented, dedicated professional that always strives to meet all goals. Utilizing my skill set of extensive experience in customer relations, communications, office administration, and healthcare knowledge I plan to succeed with your organization.

## **PROFESSIONAL EXPERIENCE:**

### **Mercer County Surgery Center**

2019-Current

#### ***C-Arm Radiologic Technologist***

**Accomplishments:** R.T.(R)(ARRT), in compliance with continuing education requirements through eradimaging.com, BLS, HIPAA, and select healthstream.com certifications

- Assist surgeons while providing diagnostic aid by operating a C-Arm to obtain the best possible images
- Print, save, and send images to a PACS system for insurance companies and later review
- Educated in anatomy, patient positioning, examination techniques, equipment protocols, radiation safety, radiation protection, and basic patient care
- Knowledgeable in medical terminology related to radiography, anatomy, pathology, etc.
- Transport patients to and from the Operating Room to PACU to be monitored
- Clean and sanitize the Procedure Room and Operating Rooms post procedure
- Manage the pain management schedule, which includes scheduling and calling patients. Explain procedures and answer patients general questions
- Handle the surgeons block schedules in our EMR system
- Obtain and scan pre-admission testing documents into patients charts for review
- Inform surgeons and staff of any open time available to add on procedures to the schedule
- Prepare and present the education curriculum for our monthly meetings, which include fire drills, chemical spill drills, radiation safety, etc.
- Able to set up and operate a Radiofrequency machine, for radiofrequency ablations
- Prepare patients, the Procedure Room, and Operating Rooms, ensuring that all necessary equipment, materials, and supplies are ready.
- Use sterile technique to maintain a sterile field the entire procedure, while passing instruments and materials to the surgeons and surgical technicians

- Record radiation dosage and time for fluoroscopic procedures in accordance with established departmental protocol
- Order dosimeter's, and return them to be read. Keep track of each staff members radiation exposure to ensure they are under the appropriate threshold
- Perform Quality Assurance and Quality Control tests (Phantom C-Arm test, Visual Checklist of C-Arms, and Lead Apron Checks)
- Responsible for scheduling annual inspections of all equipment
- Assist the front desk with scheduling, scanning, faxes, phones, etc.
- Perform private investigations throughout the facility to ensure proper protocol is being utilized by all staff members
- Orient and train new employees

### **Specialty Surgical Center of North Brunswick**

2019-2019

#### ***C-Arm Radiologic Technologist***

### **Spine Institute of North America**

2019-2019

#### ***C-Arm Radiologic Technologist/Radiologic Technologist***

- Able to document accurate and detailed patient medical histories
- In charge of stocking, keeping track of, and ordering inventory for the office, crash cart, and anesthesia cart
- Responsible for checking and documenting expiration dates on all medications and inventory
- Able to apply Pulse Oximeters, Blood Pressure Cuffs, EKG leads, and assist in administering Oxygen
- Take and record the patient's vitals, while monitoring them for any abnormal activity in Exam Rooms, Procedure Room, and Recovery Room
- Review patient X-Ray reports, log, scan, and assign them to the appropriate providers
- Assist with filling out patient's Anesthesia Forms
- Obtain and provide Medical Records to patient's, attorneys, and other facilities
- Perform Quality Assurance and Quality Control tests (Visual Checklist of X-Ray, Light Field Alignment Test, Artifact Evaluation of X-Ray, Repeat Analysis of X-Ray, Cassette Integrity Check, and Lead Apron Checks)
- Dispose of sharps and unclassified waste appropriately
- Schedule and handle pick-ups for hazardous waste materials
- General knowledge of billing and coding. Proficient in submitting CPT codes for every X-Ray or injection that has been completed
- Create Operative Reports for the physicians to review and sign off on after procedures
- Sterilize necessary tools in the autoclave
- Operate and assist the doctor with Ultrasound procedures
- Burn CD's for patient's future appointments, etc.
- Assist in filling out and obtaining precertification documents
- Familiar with how to consent patients prior to procedures

**MobilexUSA/TridentCare**

2017-2019

***Mobile Radiologic Technologist***

- Self-dispatch cases and drive to multiple facilities; such as Nursing Homes, Prisons, Behavioral Health Centers, Hospitals, and Rehabilitation Centers
- Set up mobile equipment to perform and transmit X-Rays and EKG's for interpretation
- Obtain and scan facesheets, doctors orders, and requisitions
- Think outside the box to accurately obtain X-Rays of bed bound patients

**Patient Care Now Urgent Care**

2017-2018

***Radiologic Technologist/Medical Receptionist***

- Familiar with verifying insurance, co-pays, and co-insurance

**EDUCATION:**

**Holy Family University** – Philadelphia, PA 19114

2007-2009

Lambda Nu Honor Society

**Bucks County Community College** – Newtown, PA 18940

2006-2007

Phi Theta Kappa Honor Society

**CERTIFICATIONS/LICENSES:**

R.T.(R)(ARRT) in Pennsylvania and New Jersey, BLS Certified, and HIPAA Certified

*REFERENCES AVAILABLE UPON REQUEST*