

Jordan Workman

Scottsville, VA 24590

jordan23smith23@gmail.com

276-620-0214

6 years of health care experience in a private optometric practice and a university hospital setting in patient care experience, assisting the doctor and testing the patients in different medical office settings. Highly organized and reliable. Always able to complete assigned tasks, as well as prioritize them, on a timely and efficient manner. Outstanding communication skills and problem-solving skills.

Authorized to work in the US for any employer

Work Experience

Ophthalmic Assistant

University of Virginia Ophthalmology - Charlottesville, VA

November 2019 to Present

- Performed case history, acquired vitals such as blood pressure, pulse, weight, height, reconciled medications and allergies
- Performed pre-testing, auto-refraction, refraction, auto-keratometry, non-contact tonometry, pressure applanation, tonometry lensometry
- Performed chair testing of pupil reactions, confrontational fields, extra ocular muscle function, stereopsis, color vision and visual acuities
- Entered health information into electronic health records to MIPS and meaningful use standards
- Performed ancillary testing to aid in detecting disease such as optical coherence tomography, automated visual field, retinal photography, anterior segment photography, Pentacam Comprehensive Eye Scanner, IOL Master, Topography

Optometric Technician and Supervisor

Wythe Eye Associates - Wytheville, VA

May 2015 to November 2019

- Performed case history, acquired vitals such as blood pressure, pulse, weight, height, reconciled medications and allergies
- Performed pre-testing, auto-refraction, auto-keratometry, non-contact tonometry and tonometry lensometry
- Performed chair testing of pupil reactions, confrontational fields, extra ocular muscle function, stereopsis, color vision and visual acuities
- Entered health information into electronic health records to MIPS and meaningful use standards
- Performed ancillary testing to aid in detecting disease such as optical coherence tomography, automated visual field, retinal photography, anterior segment photography, and corneal specular microscopy
- Took dictation from the doctor for the chart
- Responsible for maintaining patient recalls to the office
- Responsible for making the employee schedule and doctor schedules at three locations
- Responsible for taking time-off requests

- Responsible for gathering data for business reports like revenue per patient, no-show rates, total exams seen, chair time, and patient number and financial goals for staff and doctors

Education

Bachelor's in Biological Sciences

University of Tennessee-Knoxville - Knoxville, TN
August 2015 to May 2018

Associate in General Sciences

Wytheville Community College - Wytheville, VA
August 2012 to May 2015

Master of Public Administration in Public Administration

Liberty University - Lynchburg, VA

Skills

- Direct patient care experience with over 4000 patient encounters in 6 years
- Exceptional Responsibility in performing tests directly related to patient care
- Strong communication skills in dealing with patient interactions and directly communicating with the physicians in the practice
- Attention to detail in maintaining patient records
- Trustworthiness in accepting patient payments and insurance coding
- Able to multi-task while interacting with multiple patients
- Efficiency able to perform required tasks in a timely manner
- Able to create employee schedules and handle time-off requests
- Able to de-escalate work place situations
- Able to communicate with employees in regards to job expectations and performance
- Vital Signs
- Ophthalmology Experience
- Medical Terminology
- Experience Administering Injections
- Triage
- Medical Imaging
- Anatomy Knowledge
- Epic
- Medical Office Experience
- Supervising Experience
- People oriented
- Results driven
- Knowledge of HR systems and databases
- Experience in Human Resources

- Leadership Experience
- Supervising Experience
- Data Entry
- Epic
- Excel
- Time Management
- Organizational Skills
- Office Experience
- Medical Terminology
- Medical Office Experience
- Medical Imaging Experience
- Data Entry
- Front Desk
- Human Resources
- Leadership Experience
- Computer Skills
- Negotiation
- Office Manager Experience
- Microsoft Office
- Microsoft Word
- Microsoft Powerpoint
- Microsoft Outlook
- EMR Systems
- Medical Scheduling
- EMR Systems
- Epic
- Patient Care
- Organizational Skills
- Detail Oriented
- Collaboration
- Surgery Interests
- Compassionate
- Customer Service
- Employee Evaluation
- Operations Management
- Business Development

Certifications and Licenses

Basic Life Support (BLS)

November 2019

Additional Information

Qualifications also include:

- Direct patient care experience with over 4000 patient encounters in 6 years
- Exceptional Responsibility in performing tests directly related to patient care
- Strong communication skills in dealing with patient interactions and directly communicating with the physicians in the practice
- Attention to detail in maintaining patient records
- Trustworthiness in accepting patient payments and insurance coding
- Able to multi-task while interacting with multiple patients
- Efficiency able to perform required tasks in a timely manner
- Able to create employee schedules and handle time-off requests
- Able to de-escalate work place situations
- Able to communicate with employees in regards to job expectations and performance