

Emily Johnson

Patient Care Technician

(312) 555-0198

emily.johnson@email.com

linkedin.com/in/emilyjohnson

123 Maple Street, Chicago, IL 60616

STRENGTHS

- Empathy**
Progressively built rapport with patients, improving overall satisfaction with care experiences.
- Team Player**
Collaborated effectively with multidisciplinary teams, fostering supportive work culture.
- Detail-Oriented**
Ensured accuracy when handling patient data, significantly reducing errors in documentation.
- Communication Skills**
Developed clear communication strategies that facilitated better patient understanding and trust.
- Adaptability**
Proactively adjusted to changing patient needs and workflow demands in various settings.

SKILLS



- Patient Care
- Monitoring Vital Signs
- Electronic Medical Records
- Strong Communication Skills
- Team Collaboration
- Customer Service
- Basic Testing Procedures
- Patient Confidentiality
- Phlebotomy Assistance
- Healthcare Compliance
- Detailed Documentation
- Administrative Support
- Medical Supply Management
- Screenings Assistance
- Physician Support
- Time Management

SUMMARY

Compassionate Patient Care Technician with over three years of hands-on experience in fast-paced medical environments. Expertise includes conducting patient histories, monitoring vital signs, and performing screenings such as vision tests and EKGs. Committed to delivering high-quality care while ensuring a positive healthcare experience for patients. Adept at collaborating with healthcare teams, maintaining compliance with regulations, and supporting physicians during examinations. Strong communication skills enhance patient interactions and confidentiality awareness is integral to daily tasks. Looking forward to contributing positively to HealthFirst Medical Services.

EXPERIENCE



Patient Care Technician

Community Health Partners  January 2024 - Present  Chicago, IL

Responsible for direct patient care, including assessing patient conditions and providing nursing support. Demonstrated strong collaboration with medical staff to improve care delivery.

- Conduct patient intake and accurately record medical history and vital signs.
- Perform essential lab screenings, supporting phlebotomy for sample collections.
- Document patient interactions and management ensuring HIPAA compliance.
- Assist physicians during examinations, documenting relevant patient data.



Patient Care Assistant

Urban Medical Center  June 2022 - December 2023  Chicago, IL

Focused on assisting in daily operations and patient support in a busy clinical setting. Collaborated effectively with team members for seamless patient flow.

- Facilitated efficient registration and managed patient flow for timely care.
- Maintained examination rooms, ensuring cleanliness and availability of supplies.
- Worked closely with healthcare providers to optimize patient care processes.
- Promoted effective communication and problem-solving within the team.

Intern

Bright Future Health Services  January 2022 - May 2022  Chicago, IL

Gained valuable experience through active participation in patient care and administrative functions during my internship.

- Supported administrative tasks facilitating smooth patient processing.
- Engaged in EMR systems management, enhancing documentation accuracy.
- Assisted healthcare teams in managing patient records and appointment scheduling.
- Gained exposure to diverse health practices and patient interaction techniques.

LEADERSHIP & AWARDS

- Certified Clinical Medical Assistant (CCMA) - National Healthcareer Association
- CPR Certification



EDUCATION

Diploma in Health Sciences

Chicago Community College  GPA: 3.5  2021  Chicago, IL

Coursework: Health Care Fundamentals, Medical Terminology, Patient Care Procedures, Anatomy and Physiology

CERTIFICATIONS

- Certified Clinical Medical Assistant (CCMA)  2023
- CPR Certification  2026

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Patient Care Technician at Community Health Partners (2.4 Years)

● Patient Care Assistant at Urban Medical Center (1.5 Years)

● Intern at Bright Future Health Services (4 Months)

TECHNICAL SKILLS

- **Clinical Tools:** EKG Machines, Urinalysis Sticks, Vision Testing Equipment
- **EMR Software:** Epic, Cerner, Meditech
- **Communication Tools:** Phone Systems, Chat Platforms, Email
- **Testing Supplies:** Blood Draw Kits, Specimen Containers, Test Reagents
- **Patient Care Protocols:** COVID-19 Guidelines, Allergy Management Plans, Infection Control Standards
- **Documentation Tools:** Microsoft Word, Excel, Google Docs
- **Preventive Care Practices:** Vaccination Schedules, Routine Screenings, Annual Check-Ups
- **Support Equipment:** Wheelchairs, Gait Belts, Monitoring Devices
- **Regulatory Knowledge:** OSHA Guidelines, HIPAA Compliance, Patient Privacy Laws
- **Training Programs:** Onboarding Procedures, Patient Safety Training, CPR Workshops

PROFESSIONAL AFFILIATIONS

- Volunteer at Community Health Fair
- Member of Local Healthcare Professionals Association

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST