

Lyndia Lou Nicholson

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OBJECTIVE

To obtain a position as a Unit Secretary or Unit Service Coordinator

QUALIFICATIONS

- - Sinclair coding classes
 - Hospital coding
 - Microsoft Office
 - Eye for details
 - Willingness to learn
 - Phone communicator

PROFESSIONAL EXPERIENCE

- | | | |
|--|---|-------------|
| Grandview Hospital | Dayton, Ohio | 07/04-08/10 |
| <u>Unit Secretary</u> | | |
| <ul style="list-style-type: none">• Processed physician orders• Operated CareCast program• Handled medical communication• Maintained patient charts | <ul style="list-style-type: none">• Calculated admissions & discharges• Operated EKG Monitor | |
| Ohio State University | | 10/81-9/91 |
| <ul style="list-style-type: none">• Processed physician orders• Maintained patient charts• Calculated admissions & discharges | | |
| Grandview Hospital | Dayton, Ohio | 09/03-07/04 |
| <u>Registrar</u> | | |
| <ul style="list-style-type: none">• Registered patient• Operated CareCast program• Gathered patient information | <ul style="list-style-type: none">• Operated phone system | |
| Ohio Department of Job & Family Services | Dayton, Ohio | 06/98-03/03 |
| <u>Customer Service Representative</u> | | |
| <ul style="list-style-type: none">• Processed unemployment• Operated phone system | <ul style="list-style-type: none">• Registered clients for job services• Handled customer services | |
| Visiting Nurses Association | Dayton, Ohio | 06/97-06/98 |
| <u>Medical Transcriptionist</u> | | |
| <ul style="list-style-type: none">• Created medical records• Transcribed nurses' tapes | | |

EDUCATION

Sinclair Community College

Health Information Management CPT, ICD-9-CM, HCPCS
Medical Office Specialist, phlebotomy, medical transcription

Dayton, Ohio

Associate Degree 2009
Associate Degree 1996