

NUJUNA CHADWICK

Medical Tech / Emergency Room Representative

PROFESSIONAL SUMMARY

Medical Tech and Emergency Room Representative with over a decade of experience in healthcare settings, specializing in patient registration, medical records, and infection control. Demonstrates expertise in insurance verification and compliance with HIPAA and OSHA standards. Committed to enhancing patient care through innovative solutions and effective communication, seeking to leverage skills in a dynamic medical environment.

EMPLOYMENT HISTORY

PATIENT ACCESS REPRESENTATIVE II *Houston Methodist Woodlands*

Jan 2016 - Present

- HealthCare Documentation
- Insurance Verification
- Patient Registration
- Requesting Records
- Answering Calls
- Chart Auditing/ Medical Records

UNIT LEAD CLERK *Memorial Herman TMC*

Jan 2017 - Jan 2022

- Supervising mental health patients
- Documenting, Paperwork, Phone calls
- Unit Updates/ Data Entry/Medical Records
- Assist patients with daily hygiene and needs
- Phlebotomy Certified
- EKG certificated

RAMP AGENT *United Airlines*

Jan 2014 - Jan 2015

- Provide quality customer service
- Handling luggage and assisting with other duties
- Loading and unloading planes
- Ensuring luggage make it to their correct destination

EDUCATION

DIPLOMA *Evan E. Worthing High School*

May 2014

CERTIFICATE *Elite Art of Phlebotomy Training*

2020

MEDICAL CODING BILLING *The College of Health Care Professions-Southwest Houston*

Oct 2023 - Apr 2024

- Coding
- Data entry
- Medical records
- Transcription

COURSES

CPR AND BASIC LIFE SUPPORT *CPR/ BLS*

Jun 2025

SKILLS

Patient Registration, Insurance Verification, Chart Auditing, Medical Records, Data Entry, Phlebotomy, EKG, Customer Service, OSHA, Infection Control, HIPAA Compliance, Order of Draw, Reni Poncture.