

Cynthia Power

519-241-9586

Thirty five years of administrative experience
Consistent in accomplishing tasks and prioritizing effectively
Quick learner and enjoys challenges, new opportunities and new projects
Well developed communication, interpersonal, organizational
And analytical skills
Conscientious, flexible, accountable, focused, responsible, reliable,
adaptable and self-directed
Committed, energetic, service driven and team worker

Grand River Hospital – Endoscopy

Administrative Clerk – January 2017 – Present

- ordering office supplies
- ordering lab work and preparing charts plus scanning
- preparing patients for Lasers/Leeps/order labs for Phlebotomies/Venofor/IV Infusions/Packed Cells/Transfusions/Paracentesis/IVIG/PICC Lines, etc
- documenting financial charges for clinics
- receiving referrals and booking in MAC Clinic and Uro-Dynamics
- greeting patients and preparing them to change for doctor and help fill out documentation
- back up for Medical Day Unit and Day Surgery Program
- printing daily, weekly, monthly Nurse and Physician Schedules
- organizing sign in sheets and forwarding to supervisor

Grand River Hospital – General Internal Medicine Clinic

Clinical Secretary – September 2015 – January 2017

- receiving referrals and documenting in spreadsheet and forwarding for triage to Internal Medicine doctors
- booking patients in PHS and calling patients with instructions
- ordering labs and imaging
- making patient charts
- interacting with outside physicians, interdisciplinary teams, patients and the general public and clinics
- functioning in an area with rapid pace and fast turnover of patients

Diagnostic Assessment Programs

Clinical Secretary – April 2012 – September 2015

- accepting referrals for Breast and Gastrointestinal Programs and notating them in excel and EPS
- registering patients in Star Hospital Registration program
- ordering labs and medical imaging and calling patients with prep instructions
- making charts for original patients
- sending out surveys to patients
- calling patients with appointment times