LEILA LILDAR

88-15 132nd Street, Jamaica, NY 11418

(646) 330-3847; E-mail:lildar80@aol.com

##### EXPERIENCE

**MOUNT SINAI HOSPITAL**, New York, NY *9/03-Present*

***Business Associate***

* Meet and greet patients and visitors professionally
* Operate telephone consoles and screen calls for patients and medical staff
* Answer nurse call system and relay messages efficiently
* Control access to units and keep accurate maintenance logs
* Confirm pending admissions and discharges
* Transfer and process discharge of patients to and from units
* Maintain bed boards, assign beds daily and set up beds for new admissions

**PRO-HEALTH PLAZA**, Lake Success, NY *1/03-8/03*

# Medical Records Clerk

* Compiled and filed over 200 medical charts daily
* Utilized computerized data system to enter and verify patient information
* Assembled and secured patient charts in required order
* Delivered charts to designated physicians and retrieved charts completed by physicians
* Maintained and updated medical records, and purged files for medical records retention
* Pulled charts for abnormal test results and delivered to physicians’ offices promptly
* Processed telephone requests of medical charts efficiently

**ALLIANCE COMMUNITY FOR RETIREMENT LIVING**, Deland, FL*9/02-11/02*

# Certified Nursing Assistant/Temporary

* Provided care for and ensured well-being of over twelve patients daily
* Monitored and recorded vital signs, and intake and output
* Supervised patients’ daily activities and ambulated patients as instructed

**QUEENS LONG ISLAND MEDICAL GROUP**, Flushing, NY *6/01-7/02*

# Medical Records Clerk/Receptionist

* Managed appointment schedules and obtained patients information
* Filed and pulled over 100 charts daily, and posted laboratory results
* Prepared order sheets for prescriptions, and handled patient inquiries
* Maintained and updated medical records, and expedited patient requests for records
* Answered a high volume of telephone calls, transferred calls and took messages

***EDUCATION AND TRAINING***

**NEW YORK CITY COLLEGE OF TECHNOLGY, Brooklyn, NY**

Associate Degree of Nursing, 6/10

**THE CITY COLLEGE/CITY UNIVERSITY OF NEW YORK**, New York, NY

Medical Billing and Coding Certificate Program, *10/03*

**1199/SEIU JOB SECURITY PROGRAM**, New York, NY

Communication Skills Training Certificate, *4/03-6/03*

**ALLEN SCHOOL**, Jamaica, NY

Certified Nursing Assistant, *6/01*

##### SKILLS

Medical Billing and Coding, Lotus 1-2-3, Microsoft Word, Excel, Windows and Word Perfect