

## **Alissa M. Murphy**

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Hospital-Mayo Foundation

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Outpatient Clinic (SMOP)

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### **WORK EXPERIENCE**

07/2013 - Present

#### **Patient Care Assistant - Outpatient**

Mayo Clinic, Rochester, MN

- Communicate with physicians/Care teams in treating and caring for OTS, Trauma Critical care, & General Surgery patients
- Assists nursing staff as needed
- Equipment Billing Forms
- Preparing Pt for Exam/Gowns, ect.
- Prepare medical documents and x-ray are ready for viewing for providers
- LVAD
- Medical device forms (MDF)
- Supply ordering
- Stock exam rooms
- WMRS
- Simple Dressing changes
- Removal of wound VAC dressings
- HH study patients
- Soiled utilities

#### **Escort/Transport- General Service**

2006- 07/2013

Mayo Clinic, Rochester, MN

- Direct patient and physician contact
- Communicate professionally with patients, visitors and medical center staff
- Obtains patient name, destination, mode of travel, and other important medical information
- Transports patient, alone or with assistance, in and out of beds, chairs, carts and wheelchairs safely

## **SCT - Surgical Core Technician**

Mayo Clinic, Rochester, MN

- perform delegated activities to support the operating room team in the care of the surgical patients
- Under the supervision of the Nurse Manager and Core Supervisor, prepared and delivered medical/surgical supplies, instruments and equipment for surgical procedures
- clean, package, and process surgical equipment and instrumentation
- maintain inventory and storage of supplies in the core
- Autoclave

07/2002 - 07/2013

## **Escort/Transporter - General Service**

Mayo Clinic, Rochester, MN

- Directs and escorts incoming patients from admitting office or reception desk to designated area
- Complete patient transports in a timely, efficient manner
- Work independently as well as in a team setting
- Support and ensure follow through of protocols of medical facility

## **SKILLS**

- Appropriate and professional telephone skills
- Proficient computer skills on Word, Excel, PowerPoint, Access, Adobe Photoshop, Outlook, Notebook, WMRS
- Able to carry out a task from the beginning thru the end
- Strong human relation and interpersonal skills
- Exhibits strong organizational and problem solving skills
- Eager to accept new challenges and responsibilities
- Flexible, energetic, "can do" attitude
- Works well in a team environment or independently with little supervision
- Responsible, dependable individual that displays a strong work ethic
- Creative, quick thinker, ambitious, hardworking, artistic, self-motivated

## **EDUCATION**

Patient Care Assistant (PCA) Certificate 2012

Completed Hospital Nursing assistant, Medical Terminology, and Psychology of Adjustment courses at RCTC

Rochester Community and Technical College, Rochester, MN

High School Diploma, 2001

John Marshall High School, Rochester, MN

**REFERENCES (available upon request)**