

Chyaine Parham

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Work Experience

Caregiver Recruiter

Expicare Nursing Agency - Hypoluxo, FL

June 2021 to Present

Recruiting great and caring Caregivers for a home healthcare Company. By using job board platforms and social media platforms such as Indeed, Mycnajobs, neighborhood app etc, to find amazing caregivers that take care of our clients with respect and dignity.

Certified Surgical Technologist

Delray Outpatient Surgery Center - Delray Beach, FL

December 2019 to June 2021

Daily operations in an Ambulatory Surgery Center. ENDO Tech duties when the OR was unscheduled. General surgical schedule including minor ortho and hand cases, cysto, laparoscopic cases, GI, vascular, etc. Maintained sterile surgical fields. Worked with Surgeons to assist with instruments and surgical procedures, stitching, and wound care. Prepare operating rooms. Handle and sterilize surgical equipment. Maintain and restock supplies, moving patients, HIPPA/patient confidentiality, working within a surgical team.

Chronic Care Specialist

Personal Physician Care - Delray Beach, FL

July 2019 to December 2019

Medicare endorsed chronic care program that gives concierge type services to patients with chronic conditions ie; Medication refills, appointment setting, over-the-phone home visits with patient teaching and replying to questions, and referrals to specialists. Daily patient enrollment, retention, and insurance and/or billing procedures of a minimum of 10 patients per day and 250 patients per month.

Special Procedure Technologist/MA/Scribe

Jax Spine and Pain Centers - Jacksonville, FL

January 2019 to June 2019

Serve as an important part of a pain and spinal care management team for a busy medical practice assisting a Physician as well as a PA in ensuring optimal patient care and smooth daily office functions and patient interactions. Demonstrated proficiency in taking patient histories, TRIAGE, as well as performing injections and assisting with various procedural tasks ie; kyphoplasty, all types of deep tissue injections such as epidurals, facet blocks, and GTBs, transforaminals, medial branch blocks. Consistently praised for efficiently handling of admin tasks during our day to day using ECW operating system for answering patient calls. Scheduling, e-prescribing, placing orders for imaging and locating imaging for review. Assisting my team with multitasking of the daily duties.

Surgical Technologist Externship

Orange Park Medical Center - Orange Park, FL
January 2018 to June 2018

Participated in a 510 hour unpaid externship with over 150 cases in multiple specialties. Maintained sterile surgical fields. Worked with Surgeons to hand instruments and surgical tools during procedures. Prepare operating rooms, handle and sterilize surgical equipment. Present for surgical procedures, maintain and restock supplies, moving patients, HIPPA/patient confidentiality, working within a surgical team.

Client Services Manager

Lighthouse Marine - Lowell, MA
April 2012 to September 2013

Confer with clients to provide information about necessary products and/or services; Determine charges for services requested, collect deposits or payments, resolve customer service or billing complaints. Complete contract forms, solicit sales of new or additional services or products.

Senior Recruiter/Staffing Specialist

Encore Staffing Solutions - Manchester, NH
November 2010 to April 2012

Built client base with sales calls to leads; Reviewed employment applications and job orders, match applicants to temp to hire positions in manufacturing, light industrial, administrative, permanent management positions. Used Bullhorn ATS and ADP payroll administration.

MA Floater/Phlebotomist

Treasure Coast Community Health - Vero Beach, FL
December 2009 to October 2010

Daily Back office operations- Patient histories, vitals, blood draws, PPD placements, injections, FL child immunizations, Rx Call ins, referrals, patient teachings, HIPPA, records management. Floater throughout all departments from Pediatrics to Geriatrics. EMR trained.

Recruiting Manager

InterFit Health - Houston, TX
January 2007 to August 2008

Recruiting and placement of Physicians, NP, PA, RN's and MA's for sponsored weekend health fairs nationwide and permanent placements in small clinic settings in chain grocery stores throughout southern TX. Operating on Kinexa and a company designed data system. Cold calling and direct recruiting.

Education

Associate in Science (AS) in Surgical Technology

Fortis College-Orange Park
January 2015 to May 2018

Undergraduate in General Studies

Northern Essex Community College - Lawrence, MA
September 2002 to November 2004

Skills

- EMR Systems
- ATS
- eClinicalWorks
- Experience Administering Injections
- Triage
- Caregiving
- Records Management
- Medical Office Experience
- Medical Records
- Epic
- Critical Care Experience
- Talent Acquisition
- Laboratory Experience
- Patient Care
- Medical Scheduling
- Employee Orientation
- Vital Signs
- Microsoft Excel
- Microsoft Word
- HR sourcing
- Recruiting
- Microsoft Powerpoint
- Customer service
- Office Management
- Management

Certifications and Licenses

First Aid Certification

CPR Certification

Certified Surgical Technologist

BLS Certification

CPR Certification

Assessments

Protecting patient privacy — Expert

August 2021

Understanding privacy rules and regulations associated with patient records

Full results: [Expert](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.