

# Carrisa R. Souders

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## **OBJECTIVE**

My objective is to obtain a position that allows me to expand on my past experiences within the medical field while maintaining a work/life balance.

## **EXPERIENCE**

### **Perioperative/Emergency Room Technician, Loma Linda University, Murrieta, CA - October 2020 - December 2023.**

Assist and evaluate medical emergencies as patients enter the Emergency Room and prioritize the more urgent. Obtain vitals, clean wounds, transport, perform EKGs, perform CPR. Assisting in pre-op for inpatient and outpatient procedures by taking vitals and assisting patients change into hospital gowns. Listen for operating room turnover calls overhead and assist in cleaning and preparing operating room set ups to the surgeons preference. Help ensure the patient is comfortable in the post anesthesia care unit after surgery. Setting up polar ice machines for orthopedic recovery, empty foley catheters. Maintaining stocked supply cabinets for each unit to their preferred standards.

### **Patient Service Representative, Children's Primary Care Medical Group, Temecula, CA — November 2019 - October 2020**

Verify insurance eligibility prior to appointment, check in appointments while confirming correct demographic information is in the EMR system, call to confirm appointments, schedule appointments according to physician specific schedules, ensure all appropriate forms are given to patient and guardian at time of appointment, ensure a clean working environment and waiting area.

### **Data Entry, Orr & Associates Insurance Services, Temecula, CA — October 2017 - July 2019**

Enter insurance submissions sent in from agents, paying close attention to the policy limits and commission rates. Obtaining binder from insurance carriers and sending out evidence of coverage to our insureds. Taking requests from insured for additional insured certificates, checking coverage and sending out to insured and third parties according to current coverage.

### **Legal Assistant, Bender & Gritz, APLC, San Diego, CA — November 2015 - October 2017**

Answer and direct calls to appropriate attorneys or assistants, assist in processing new workers' compensation and personal injury claims, correspond with defense attorney offices, schedule applicants for doctors appointments, order supplies for the entire office, coordinate work events, assist in accounts receivables and marketing.

### **Insurance Coordinator/Receptionist, University Spine Institute, Murrieta, CA — March 2011 - January 2016**

Verify health insurance eligibility, obtain authorization for procedures, schedule procedures as authorized with appropriate facilities. Greet patients, collect co payments, bring patients back to appropriate exam or procedure rooms. Obtain vitals and enter information into the EMR system.

## **EDUCATION**

National University, San Diego, CA (Associates Degree of Science in Business)

Southern California EMS Training Institute, Murrieta, CA (Emergency Medical Technician)

**SKILLS**

- Electronic Medical Records
- CPR/BLS Certified

**REFERENCES**

Dawn Payne, Co-worker at University Spine Institute (951)634-6776

Bill Bender, Owner of Bender & Gritz, APLC (619)977-4540

Sal Vasquez, Co-worker at Loma Linda University (951)404-8145