

Diana Kotova

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Willing to relocate to: Los Angeles, CA

Work Experience

TCAB Volunteer

Cedar Sinai Hospital - Beverly Hills, CA
January 2018 to November 2020

Part of my Nursing Prerequisites is 200 clinical hours. I shadowed nurses and doctors to learn the specifics of hospital care. I volunteered at 5SW GI department and general surgeries department. Daily responsibilities included checking in surgical patients and providing general information about hospital, procedure and recovery. I also volunteered for 6 months during Covid-19 outbreak at the vaccination site.

Medical Assistant

Simoni Plastic Surgery - Beverly Hills, CA
January 2017 to November 2020

- Communication and follow up with the patients and visitors.
- Provide administrative support to the office manager and 4 physicians.
- Perform scheduling and rescheduling duties
- Maintain Calendar for one full time physician.
- Recording, managing, and updating patient information and medical histories in accordance with HIPAA regulations.
- Dress wounds; remove surgical staples, sutures according to the specifications of the physician.
- Take and monitor vital signs.
- Prep patients for exams, consultations and medical procedures.
- Monitoring and circulation during the surgeries.
- Assists with patients in recovery under the direct supervision of the Registered Nurse.
- Clean and sanitized surgical room, tools and equipment.
- Pick up service and after surgical care for the out of state patients.

Medical Assistant

INSTITUTE OF A SURGICAL ART David Sayah - Beverly Hills, CA
August 2019 to November 2019

- Surgical scheduling and rescheduling duties.
- Provide administrative support to the team and surgical center staff.
- Perform scheduling and rescheduling duties.
- Chaperone during patient examination and creating a chief complaint.
- Recording, managing, and updating patient information and medical histories in accordance with HIPAA regulations.
- Prep patients for exams, consultations about medical procedures.

- Running Social Media accounts.
- Creating a new patient charts and Surgical Consents according to the surgical procedures.
- Collecting the specimens for the lab and managing the lab results into the patient chart.

Education

Certificate/license in EMT

UCLA - Los Angeles, CA

May 2022 to Present

Bachelor's degree in Biology science

Santa Monica College - Santa Monica, CA

September 2021 to Present

Certificate in Medical Assisting

Kaplan college - Los Angeles, CA

January 2017 to January 2018

Bachelor's degree in Economics Social Study

KNTU - Kherson

September 2007 to May 2011

Skills

- HIPAA
- Laboratory Experience
- EMT Experience
- Vital Signs
- Medical Terminology
- Microsoft Powerpoint
- Patient Care
- Hospital Experience
- Nursing
- Insurance Verification
- Triage
- Experience Administering Injections
- Medical Records
- Medical Office Experience
- Phlebotomy
- Venipuncture
- Medication administration
- Documentation review

Languages

- Russian - Expert
- Ukrainian - Expert
- Spanish - Beginner

Certifications and Licenses

CPR Certification

Certified Medical Assistant

BLS Certification

AED Certification