



LORA CHAMBERS-GUITON

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Summary

Skills

- Staff Training
- Risk Mitigation
- Customer Service
- Revenue Generation
- In-Depth Research
- Prioritizing and Planning
- Relationship Building
- Relationship Building and Management
- Customer Relationship Development
- Workflow Coordination
- Quality Assurance
- Adaptable to Changing Conditions
- Critical Thinking
- Client Relationship Management
- Risk Management
- Sales Support
- Proactive and Focused
- Work Planning
- Word Processing
- Compliance Assessment
- Excels in Team Leadership
- Willing to Learn
- Community Networking
- Goal Setting
- Team Building Leadership

Experience

OSA/STAT SLEEP SERVICES | Dallas, TX
DME & SLEEP MANAGER
06/2014 - Current

- Completed month-end and year-end closings, kept records audit-ready and monitored timely recording of accounting transactions.
- Checked payroll, vendor payments and other accounting disbursements for accuracy and compliance.
- Created and updated financial reports on frequent basis to present information to leadership teams.
- Maintained regular performance appraisals for subordinates through verbal, written and on-going review programs.
- Conducted reviews and evaluations for cost-reduction opportunities.

SPC HOME Medical/IVEDCO |
Richardson, TX
Respiratory Therapist Assistant
03/2010 - 04/2014

- Conducted cardiopulmonary resuscitation and airway maintenance.
- Administered medication and ventilatory support.
- Interacted with patients, family members and physicians to coordinate patient care.
- Conducted therapeutic and diagnostic procedures with treatment methods and equipment.
- Adhered to standards of excellence for respiratory care and diagnostic services.
- Evaluated patients for deficiencies and abnormalities and made medical decisions based on assessments.
- Determined patient safety risks to identify medical intervention needs.
- Followed established guidelines to compliantly deliver services.
- Performed services on-site, at outpatient clinics and in patient homes.
- Collaborated with physicians, nurses or other healthcare professionals to

manage patient care by assisting with medical procedures or related duties.

- Educated patients and families about conditions and taught appropriate disease management techniques.
- Inspected and cleaned respiratory therapy equipment to maintain functionality.
- Maintained charts containing patients' pertinent identification and therapy information.
- Demonstrated respiratory care procedures to trainees or other healthcare personnel.
- Explained treatment procedures to patients to gain cooperation and allay fears.
- Enforced physicians' orders for specific treatment protocols and durations.
- Read prescription information and laboratory results to assess patients' needs and conditions.
- Transcribed physicians' notes and maintained patient charts with treatment data.

OSA/STAT SLEEP SERVICES | Mesquite,
TX

DME and Respiratory Manager

08/2004 - 03/2009

- Communicated with patients with compassion while keeping medical information private.
- Explained policies, procedures and services to patients.
- Collaborated with multi-disciplinary staff to improve overall patient care and response times.
- Built work schedules and staff assignments, taking workload, space and equipment availability into consideration.
- Maintained records management system to process personnel information and produce reports.
- Maintained communication and transparency with governing boards, department heads and medical staff.
- Recruited, hired and trained new medical and facility staff.
- Established solid relations with leadership and staff by attending board meetings and coordinating interdepartmental information exchanges.
- Maintained awareness of government regulations, health insurance changes and financing options.
- Directed, supervised and evaluated medical, clerical or maintenance personnel.
- Managed changes in integrated health care delivery systems and technological innovations while keeping focus on quality of care.
- Assessed need for additional staff, equipment and services based on historical data and seasonal trends.
- Planned and implemented programs for health care or medical facilities supporting personnel administration and training.
- Developed medical programs that promoted community health and research.
- Kept informed of advances in medicine and computerized diagnostic and treatment equipment.

VA Medical Center | BONHAM, TX

Medical Technician

07/1988 - 03/2004

- Provided excellent patient support and care to patients and families.
- Documented and updated patient data on electronic medical charts, maintaining accuracy and confidentiality.
- Observed and recorded vital signs and reported changes to physicians or nurses.
- Monitored patients for medical changes and reviewed and revised care plans accordingly.

- Supported healthcare teams in consistently delivering timely and quality care according to company standards.
- Monitored medical supply inventory to ensure consistent availability of critical items.
- Adhered to all safety and infection control precautions and regulations.
- Reported safety hazards to supervisors, removing risk and promoting workplace safety.
- Protected patients and employees by adhering to infection-control and hazardous waste policies.
- Cleaned and sterilized laboratory equipment to prevent cross-contamination.
- Collected specimens for lab testing, practicing aseptic technique to reduce risk of infection.
- Maintained laboratory supplies inventory by checking stock to determine inventory level.
- Provided medical technology information by answering questions and requests.
- Managed inventory purchasing, organization and tracking.
- Performed urinalysis, hematology, chemistry and other testing procedures.
- Processed orders for lab testing and liaised with physicians to review results.
- Checked blood compatibility using crossmatching, antigen typing and antibody identification.
- Maintained lab equipment and troubleshoot instrument problems.
- Supported operations across chemistry, hematology, urinalysis, blood bank and microbiology departments.
- Coordinated laboratory changes such as updating testing protocols and optimizing workflow.
- Analyzed blood cells by counting and identifying cells, using microscopic techniques and procedures.
- Executed and analyzed tests in areas including chemistry, hematology, urinalysis, serology, histology and bacteriology to aid physicians in diagnosing and treating diseases.
- Assessed adequacy of chemicals and stains.
- Assisted pathologist in gross examination of surgical specimens.
- Guided students and newer laboratory personnel in proper practices and regulatory guidelines.

Education and Training

Wayne State University | Detroit, MI

Bachelor of Science in Medical Laboratory Technology

05/1984

Southeastern Oklahoma State University | Durant, OK

Bachelor of Arts in Elementary And Middle School Education

06/1983