

Susan Mantia

Tipp City, OH
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Work Experience

Fueral Support Staff

Newcomer Funeral Service Group - Dayton, OH
November 2019 to Present

Providing funeral service support under the supervision of the attending funeral director.

Medical Scribe

PhysAssist Scribes, Inc. - Troy, OH
April 2018 to October 2019

Documenting patient chart information under the supervision of the attending physician in an emergency room setting

Medical Scribe

Scribe America - Eaton, OH
January 2017 to October 2017

Documenting patient chart information under the supervision of the attending physician in the Emergency Room setting

Phlebotomist

CompuNet Clinical Laboratories - Dayton, OH
July 2016 to February 2017

Obtaining ordered blood specimens for medical lab testing through various blood collecting technique while providing quality patient care.

Front Desk Clerk

Motel 6
2014 to 2015

Maintaining and inputting reservations for customers as well as providing quality customer service. Light office and receptionist duties.

Medical Scribe

Elite Medical Scribes
2014 to 2015

Documenting patient chart information under the supervision of the attending physician in the emergency room setting.

Education

Bachelor's in Mortuary Science

Cincinnati College of Mortuary Science - Cincinnati, OH
August 2019 to Present

Associate in Medical Coding

Edison Community College
January 2015 to December 2018

Certification in Phlebotomy

Edison State College
June 2013 to December 2014

Diploma

Kettering Fairmont High School

Associate's

Sinclair Community College

Skills

- Microsoft Programs (3 years)
- MedHost (1 year)
- Epic (2 years)
- Phlebotomy (1 year)
- Patient Care (3 years)
- Student
- Anatomy
- Biology
- Psychology
- Transcription

Awards

Alumni Scholarship of 2014

August 2014

Scholarship received at Edison Community College which contributed to my fall semester of 2014

Certifications/Licenses

Phlebotomy Certification

Present

School approved certification

Medical Coding

School approved certification

Additional Information

Successful completion of Phlebotomy Internship at Dayton Children's Medical Center from October 2014 to December 2014