

Kaitlyn DelValle

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EXPERIENCE

Connecticut Childrens Medical Center, Farmington, CT— *Ophthalmic Technition*

December 2021-Present

- Completeing a full work up including dilation prior to the physician seeing the patient
- Completing various testing such as OCT scans and Visual fields for necessary patients
- Responding to EPIC messages in a timely manor to ensure patients questions are being answered
- Completing referrals when appropriate

Connecticut Childrens Medical Center, Farmington, CT— *Medical Receptionist*

December 2021-Present

- Making new patient accounts
- Checking in and out patients in a timely manner
- Making sure every patient has correct forms for current and upcoming appointments
- Completed documentation of care, and patient activities.
- Balanced doctor availability, customer schedules and maximum load levels when scheduling appointment

Eye Life Vision Center, Southington, CT— *Patient Care Coordinator*

January 2020- December 2021

- Managed patient information in line with stated preferences and HIPAA guidelines.
- Scheduling appointments
- Completed documentation of care, and patient activities.
- Balanced doctor availability, customer schedules and maximum load levels when scheduling appointment
- Technician for an ophthalmologist

SKILLS

- Consultative sales expertise
- Reading and filling prescriptions
- Managing inventory
- Problem resolution
- Customer service
- Relationship building
- Organization
- Leadership skills

Harvey and Lewis Opticians, Berlin, CT— *Patient Care Coordinator*

January 2019- January 2020

- Managed patient information in line with stated preferences and HIPAA guidelines.
- Scheduling appointments
- Completed documentation of care, and patient activities.
- Balanced doctor availability, customer schedules and maximum load levels when scheduling appointment
- Technician for an ophthalmologist

EDUCATION

Bristol Central Highschool , Bristol, CT— *High School Diploma*

August 2015- June 2019

Participated in many activities including band, soccer and lacrosse.

Tunxis Community College, Farmington, CT

August 2020- September 2022

Studying Psychology.

Southern New Hampshire University, Manchester, NH

September 2022-Present

Studying Psychology with a concentration in Child and Adolescent Development.