

MARCUS HANSEN

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SUMMARY

Healthcare professional with two years and three roles across a busy medical center, spanning patient registration, triage, and therapy support. Experienced with Epic, disciplined with confidential information under HIPAA, and calm in high volume clinical settings. Organized, accurate, and quick to learn new systems.

CORE SKILLS

Healthcare Systems Epic (EHR), electronic health record systems, patient and insurance information, high volume accuracy, quick to learn new systems

Intake and Coordination Triage, appointment scheduling, request and referral routing, patient registration, case documentation

Clinical and Patient Care EKG, blood pressure and vitals, patient rooming and triage, CPR and BLS certified

Administrative and Computer Microsoft Word, Excel, Outlook, accurate data entry and keyboarding, multi line phones, working across multiple systems

HEALTHCARE EXPERIENCE

ER WARD SECRETARY

Sanford Bemidji Medical Center | 2022 to 2024

Registered and admitted patients, obtaining and verifying demographic and insurance information and entering it accurately into the registration system. Processed physician orders, coordinated admissions, transfers, and discharges, and scheduled appointments, referrals, and diagnostic procedures. Answered and routed high volumes of multi line phone calls, maintained patient charts and records in Epic, and handled confidential information under HIPAA.

TRIAGE TECHNICIAN

Sanford Bemidji Medical Center | 2022 to 2024

Took incoming patients' vital signs, roomed patients, and documented medications and allergies in the electronic medical record. Performed EKGs and assisted providers with in office testing and clinical procedures. Supported patient flow and clinical staff in a fast paced environment while keeping exam areas clean and stocked.

PHYSICAL THERAPY AIDE

Sanford Bemidji Medical Center | 2022 to 2024

Prepared physical therapy patients and set up treatment areas and equipment for sessions. Supported therapists during treatment and maintained accurate patient records and schedules.

ADDITIONAL EXPERIENCE

COFOUNDER

Admin Ambassadors | 2026 to Present

Coordinate client requests, resolve issues, maintain accurate data across systems, and communicate with stakeholders.

EDUCATION AND CERTIFICATIONS

Bachelor of Science, Exercise Science (Emphasis: Medical Fitness) Bemidji State University, 2024

ACSM Certified Personal Trainer (2023) | AHA BLS/AED Certified (2022)