Tamika Wallace

Unit Secretary

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SUMMARY

Unit secretary with 3 years in hospital support roles, now running the desk of a 32-bed medical-surgical unit at a Baltimore teaching hospital. Handles physician order entry, admissions, transfers and discharges, and phone traffic in Epic, using correct medical terminology. Certified Health Unit Coordinator with BLS and strong organizational skills on 12-hour shifts.

SKILLS

- **Order Entry**
- **Medical Terminology**
- **Epic**
- **Data Entry**
- **HIPAA**
- **Multi-Line Phones**
- **Microsoft Excel**
- **Microsoft Word**
- **Customer Service**
- **Organizational Skills**

EXPERIENCE

Unit Secretary

11/2024 - Present

Harbor Point Medical Center

Baltimore, MD

32-bed medical-surgical unit with about 15 admissions and discharges a day.

- Process **200+** physician orders a shift through order entry in Epic, with audits above 99% accuracy.
- Coordinate 15 admissions, transfers and discharges a day with bed management, transport and environmental services.
- Handle multi-line phones, call lights and visitor questions for 32 beds, routing urgent calls to the charge nurse at once.
- Maintain charts, consents and discharge packets and update the staffing sheet in Microsoft Excel, with zero missing documents in 2025.

Patient Transporter

06/2023 - 10/2024

Inner Harbor Rehabilitation Hospital

Baltimore, MD

Inpatient rehabilitation hospital with 90 beds; full-time day shift.

- Transported **25** patients a shift by wheelchair and stretcher to therapy, imaging and appointments.
- Recorded each move in the dispatch system with quick data entry, keeping on-time pickups at 94% for over a year.
- Checked patient ID bands against orders before every transport, following HIPAA, fall safety and infection control rules.
- Organized linen and supply carts on 3 nursing units each morning and gave friendly customer service to visiting families.

EDUCATION

High School Diploma

Patterson High School

Baltimore, MD

06/2023

CERTIFICATES

Certified Health Unit Coordinator (CHUC) 05/2025

National Association of Health Unit Coordinators

Basic Life Support (BLS) Provider 11/2024

American Heart Association