

# Medical Match

Direct Hire and Contract Staffing

JULY 2011

*Need front office, clinical, billing or management pros?*

303-980-1000

## POLISHING YOUR RESUME

When a job is advertised, there are often hundreds of responses. Although schools and books help with organizing a resume, correcting the little things can make you look professional. Having read over 70,000 resumes, here are some simple hints to polish your efforts and to move you into the "being considered" file.

1. If Emailing, fill in the information line by referring to the specific job. That helps staying out of the "Junk file."
2. Consider modifying your email address to include your last name. "CrazyDaisy" or "Medicalgod" are negatives.
3. Use your current legal name with middle initial, and be certain that the phone number and email are correct.
4. Basics: Keep your resume one or two pages, size 11 or 12 type. Arial, Calibri, or Times Roman are very clear fonts. Do not use script. Never send a resume written all in capital letters or totally in bold.
4. Please check your spelling. "Qualifictions" and "Medical Assassinating" embarrassed two of our candidates.
5. Whether scanning or faxing, use white paper and black type. Marble and fabric designs can blur the text.
6. Always include the actual dates of employment. We will check. It's all part of honestly representing yourself.
7. Clean up your social networking sites. Employers avoid potential trouble-makers. Remove questionable party and intimate pictures, as well as job complaints, anti-American, law-breaking and drug statements.
8. When listing references, be sure their cells and work phone numbers are still correct. Often they are wrong.

Remember, the general medical community is traditional, conservative, and customer service oriented. By designing your resume to reflect your medical skills, you will generate interest, and, perhaps, an interview.

## INFORMATION TECHNOLOGY IN MEDICINE

**PRIVATE PRACTICE** Physicians are taking advantage of Internet classes, MD-to-patient emailing, Skype phone connections, teleconferencing, patient instructional videos, and cloud computing/information storage.

Conversion from paper to electronic records is federally required to be installed in medical practices by 2015.

**MEDICAL CENTERS** The University of Pittsburgh Medical Center is integrating IT systems to maximize productivity and profits. Systems like EMRs, cloud computing, virtualization, analytics and mobility are supporting the health care environment from the back office to the fast delivery of care. Underlying these changes, HIPAA laws require that all these systems maintain patient privacy rights.

- a. **Smartphones** replace mobile carts and eliminate pagers and landlines. Orderlies and patient transporters receive their next assignments via phones.
- b. MDs input orders through a computerized physician order entry system (**CPOE**). Nurses and health care professionals instantly receive the information.
- c. **SmartBoard**, a 55" plasma display replaces a traditional grease board, listing patient initials along with the name of the aide or nurse on assignment.
- d. **Smart Tablet**, used by home care practitioners, can interact quickly with a physician or specialist.
- e. **Digital radiology images** replace traditional xray films with up to 900% faster retrieval times.
- f. **User Activity Management System** protects patient information while data is being accessed, deleted and updated. Analysts can review immediately who used the data.
- g. **Cloud computing**, information storage, can be managed, encrypted, and transmitted using CloudLock for security. With multiple business sites, email and word processing, licensing fees can be saved.
- h. **Telemedicine** Unified networks and higher bandwidth improve medical services across distances.
- i. **Predictive analytics** reduced mortality rates in cardiac surgeries by 50% with measurements from over 10,000 cardiac patients. By comparing data from these 200+ factors, surgeons saved lives.

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