

Michele L. Wahl

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Education

- 01/2001 to 01/2002: **Ongoing Education in Medical Transcription and Software Applications**, Highland Community College, Freeport, IL. GPA 4.0
- 01/2000 to 01/2001: **Ongoing Education in Medical Terminology, Science, and Chemistry**, Rock Valley Community College, Rockford, IL.
- 05/1996: **Bachelor Degree in General Studies, Computer Science Concentration**, Roosevelt University, Arlington Heights, IL. Dean's List
- 05/1986: **Associate of Arts in Sociology**, Elgin Community College, Elgin, IL. Dean's List, High Honors
- 05/1986: **Associate of Applied Science, Juvenile Corrections**, Elgin Community College, Elgin, IL. Dean's List, High Honors

Work Experience

- 10/2023 to Present: **Clinical Education Support Specialist, Department of PA Studies, Berry College, Rome, GA**
Duties include Working as an assistant to the Director of Clinical Education in a multitude of tasks including, but not limited to:
- Recruiting new clinical rotation sites and preceptors and passing the information on to the DCE.
 - Maintaining and updating documentation in the drive folders for current sites and preceptors.
 - Training on the new EXXAT Prism system and moving all Preceptor documents to Prism
 - Ensuring all clinical affiliation agreements for the PA department remain accurate and up to date.
- 11/2020 to 9/2023: **Clinical Education Support Specialist, Department of PA Studies, Emory & Henry College, Marion, VA**
Duties included: Working as an assistant to the Director of Clinical Education in a multitude of tasks including, but not limited to:
- Recruiting and securing new clinical rotation sites and preceptors.
 - Maintaining and updating documentation in the eValue system for current sites and preceptors.
 - Coordinating background checks, drug testing, and safety training requirements for all PA students related to clinical site requirements.
 - Ensuring all clinical affiliation agreements for the PA department are accurate and up to date.
 - Maintaining current files on students for clinical site requirements.
 - Supporting the DCE with ARC-PA accreditation requirements, including documentation, data sourcing for continued monitoring of the program's self-study, and participation in ARC-PA site visits.

- In addition to this, I regularly am responsible for keeping meeting minutes, answering student questions related to clinical sites, submitting preceptor payment requests, and monitoring student eValue time trackers and case logs.

- 8/2019 to 6/2020: **Registrar/Patient Access, Peace River Center, Bartow, FL**
Duties included: Answering phones at an inpatient/outpatient behavioral health center, scheduling appointments, assessing if a caller is in crisis, requesting prescription refills, transferring calls to appropriate extensions/departments, and entering new client demographics into the system as needed.
- 2018 to 2019: **Emergency Room Registrar, Lake Wales Medical Center, Lake Wales, FL**
Duties included: Greeting patients and expediting a quick and accurate entry of their information into the computer system, alerting nurses for STAT assessments when necessary, verifying insurance eligibility, and collecting co-payments.
- 2017 to 2018: **Guest Experience Host, Merlin Entertainment, Orlando, FL**
Duties included: Customer service and interaction while ensuring the safety of guests and property.
- 2008 to 2017: **Outpatient Registrar and Health Unit Coordinator, Swedish American Hospital, Rockford, IL**
Duties included: Medical order entry, patient placement, responding to emergency codes, and ordering laboratory tests.
- 2006 to 2008: **Emergency Veterinary Technician, Animal Emergency Clinic, Rockford, IL**
Duties included: Triage of incoming patients, IV placement, medication administration, performing laboratory tests and radiographs, and monitoring the condition of patients.
- 2003 to 2008: **Medical Transcriptionist and Veterinary Technician, Alpine Veterinary Hospital, Rockford, IL**
Duties included: Performing as a scrub-in technician in a surgery, assisting the doctors in exam rooms, and developing and maintaining an up-to-date database of transcribed reports.

Community Service Experience

- 2016 to 2017: **PAWS Animal Rescue Group, Rockford IL**
Assisted in the everyday care of cats awaiting adoption by socializing them and overseeing interactions with potential adopters
- 2015 to 2016: **Animal Rescue Group Drive, Rockford IL**
Created and solely conducted a drive to collect and deliver items for five separate animal rescue agencies in and around Rockford IL
- 2006 to 2008: **Kiwanis International, Young Children Priority One Committee, Rockford IL**
Served as the Chair of the Committee and created service projects to specifically benefit children in the community who were not eligible for existing programs
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