

Jane Doe
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OBJECTIVE

EDUCATION

Germanna Community College AS in Nursing 1974
Chamberlain College of Nursing BSN 2009

EMPLOYMENT HISTORY

February 2005-Present Redacted Hospital, Fairfax, VA
Bariatric Patient Care Navigator

- Hired to build new position within Bariatric Department
- Work with surgeons, office personnel, operating room staff and other ancillary services to schedule patients for pre-operative testing for weight loss surgery
- Work with dietitians and psychologist to teach pre-and post-op educational classes
- Work with physicians to facilitate informational public seminars
- Cross-trained in Financial Department to post Bariatric class payments based on appropriate ICD-9 and CPT codes
- Initiate insurance authorization for services requiring same based on appropriate CPT and ICD-9 codes
- Submit charges for counseling sessions based on ICD-9 and CPT codes
- Certified in and facilitate two long-term patient support groups
- Conduct bariatric sensitivity training for new employees and nursing students
- Acted as Interim Spine Navigator July 2009-September 2010
- Continue to provide PRN services to Spine Institute as Intake Specialist pre-screening spine patients for appointments, assigning clinics, type of physicians to be seen, pre-appointment testing to be done (all according to an algorithm predetermined by the physicians of the Spine Institute)
- Manage patient charts and private patient information according to HIPAA policies

1988-2005 Redacted Medical Center Fredericksburg, VA
OB/GYN

- First assist for C-sections and gynecologic surgeries
- Pre-authorized surgeries and treatments based on ICD-9 and CPT codes
- Submitted all surgeon's procedure billing based on appropriate CPT and ICD-9 codes
- Facilitated care and assistance for patients being seen by physician for office visit
- Managed patient charts and private patient information according to HIPAA policies

Office Manager Surgery

- Experience scheduling oncology, vascular and general surgeries (3 surgeons), gathering pre-op test results, preparing charts for pre-surgical hospital visit, pre-authorizing procedures and surgeries through various insurance carriers
- Daily management of medical office and personnel
- Liaison among physicians, staff and administration
- Managed patient charts and private patient information according to HIPAA policies
- Upgraded surgeons'/surgery scheduling to electronic system

Office Manager GI

- Daily management of physicians, nurses, receptionists and medical records personnel
- Liaison among physicians, staff and administration
- Assisted with interoffice endoscopic procedures and maintenance of equipment
- Managed patient charts and private patient information according to HIPAA policies
- Managed IV Therapy Clinic for Rheumatoid Arthritis and Hepatitis B and facilitated IV medication treatments and ordering medication

1987-1988 Potomac Run Adult Care Facility

Director of Nursing

- Worked with the Owner/Director and other personnel to set up new facility
- Worked with county, state and federal agencies to determine regulations and laws pertaining to the primary set-up of a new long-term adult care facility
- Assisted with formulating and writing policies and procedures for new facility
- Assisted with the interview and hiring process of nurses, aides, housekeeping and dietary personnel for the facility
- Assisted with marketing and advertising new facility, interviewing new residents and family members
- Responsible for overseeing the development and implementation of the residents' care program
- Responsible for strict enforcement of policies and procedures and staff compliance
- Consultant for Residents and family members
- Oversaw management of patient charts and private patient information according to HIPAA policies

1985-1987 Brookwood Nursing Home

Same as above

1974-1985 Mary Washington Hospital

Staff RN

Labor and Delivery

PROFESSIONAL AFFILIATIONS

American Society for Metabolic and Bariatric Surgeons

The National Association of Bariatric Nurses

Bariatric Support Center International

National Obesity Action Coalition

American Association of Legal Nurse Consultants

LICENSE and CERTIFICATION

Registered Nurse (RN) Licensure in Virginia and South Carolina

Certified Bariatric Nurse 2007

Collaborative Institutional Training Initiative (CITI) Research Certification 2007

Certified Bariatric Support Group Facilitator 2008

Certified Bariatric Back on Track Facilitator 2008

Basic Cardiac Life Support (BCLS) 201-2012