

# Jane Doe, RN BSN

---

City • 888-888-8888 • email@address.com

## Registered Nurse/Manager

Skilled registered nurse with more than thirty-seven years of nursing and twenty-six years of management experience. Works directly with physicians, surgeons, office personal, staff, patients and family members to provide complete, individualized care. Teaches and instructs patients on pre- and post-operative care. Community-minded leader offers public seminars to increase health awareness. Successfully established new long-term adult care facility. Extensive experience with Bariatric care. Key skills and abilities include:

- Nursing Education Programs
- Nurse Manager / Charge Nurse
- Interdisciplinary Coordination
- Clinical Nursing Care
- Patient Advocacy
- Discharge Planning
- Departmental Leadership
- Patient Assessment & Triage
- Charting & Documentation

---

## Professional Experience

### Redacted Hospital, Fairfax, VA

2005-Present

#### Bariatric Patient Care Navigator

Work directly with surgeons, office personnel, operating room staff and other ancillary services to schedule patients for pre-operative testing for weight loss surgery. Teach pre- and post-operative educational classes with dieticians and psychologists. Facilitate informational public seminars with physicians. Post Bariatric class payments and insurance authorization based on appropriate 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 from July 2009 through September 2010. Continue to provide services as needed to Spine Institute as an Intake Specialist. Pre-screen spine patients for appointments, assigning clinics, type of physicians to be seen and pre-appointment testing, based on an algorithm predetermined by the physicians of the Spine Institute. Manage patient charts and private patient information according to HIPAA guidelines and policies.

### Redacted Medical Center, Fredericksburg, VA

1988-2005

#### Registered Nurse

OB/GYN: First assist for Cesarean Sections and gynecologic surgeries. Pre-authorized surgeries and treatments and submitted all procedural billing based on appropriate ICD-9 and CPT codes. Facilitated care and assistance for patients being treated by physicians during office visits. Managed patient charts and private patient information according to HIPAA guidelines and policies.

Office Manager – Surgery: Scheduled oncology, vascular and general surgeries for three surgeons. Gathered pre-operation test results, prepared charts for pre-surgical hospital visits and pre-authorized procedures and surgeries through insurance carriers. Provided daily management of medical office and personnel. Served as the liaison between physicians, staff and administration. Managed patient charts and private patient information according to HIPAA guidelines and policies. Upgraded surgery and surgeon schedules to an electronic system to increase efficiency.

Office Manager – GI: Managed physicians, nurses, receptionists and medical records personnel on a daily basis. Served as the liaison between physicians, staff and administration. Assisted with interoffice endoscopic procedures and equipment maintenance. Managed patient charts and private patient information according to HIPAA guidelines and policies. Managed IV Therapy Clinic for Rheumatoid Arthritis and Hepatitis B. Facilitated IV medication treatments. Ordered medication as needed.

**Potomac Run Adult Care Facility**

**1987-1988**

Director of Nursing

Worked directly with the Owner/Director and other personnel to setup and establish new facility. Determined regulations and laws pertaining to the primary setup of a new long-term adult care facility by working with county, state and federal agencies. Assisted in formulating and writing policies and procedures for the new facility. Participated in the interviewing and hiring of nurses, aides, housekeeping and dietary personnel. Marketed and advertised to bring in new business. Interviewed new residents and family members. Supervised the development and implementation of residents' care program. Strictly enforced staff compliance of policies and procedures. Served as a consultant for residents and family members. Managed patient charts and private patient information according to HIPPA regulations.

**Brookwood Nursing Home**

**1985-1987**

Director of Nursing

**Mary Washington Hospital**

**1974-1985**

Labor and Delivery Nurse

---

**Education**

Bachelor of Science in Nursing - Chamberlain College of Nursing  
Associate of Science in Nursing - Germanna Community College

---

**Certifications and Licensure**

Registered Nurse (RN) Licensure in Virginia and South Carolina  
Basic Cardiac Life Support (BCLS)  
Certified Bariatric Back on Track Facilitator  
Certified Bariatric Support Group Facilitator  
Certified Bariatric Nurse  
Collaborative Institutional Training Initiative (CITI) Research Certification

---

**Professional Affiliations**

American Society for Metabolic and Bariatric Surgeons  
National Association of Bariatric Nurses  
Bariatric Support Center International  
National Obesity Action Coalition  
American Association of Legal Nurse Consultants