

Antoinette Jones

Objective

A position in a facility where I can utilize my education, experience, and training, as well as my interpersonal skills to provide the highest level of service.

Summary of skills:

Self-starter with good communication skills written, oral, and computer; self-directed with rational problem-solving, excellent interpersonal skills, very knowledgeable in customer service, patient education and confidentiality.

Experience

*November 2021– Current James A. Lovell FHCC North Chicago, IL
Full Time; 40 hours/week Staff Nurse GS/6-4*

LPN at Office of Community Care coordinating and scheduling appointments for non-VA medical care and creating authorizations for the services ordered through the VA for Veterans. Tasks involve confirming eligibility and benefits; answering and processing calls while signed into ACD line; data and report preparation; miscellaneous clerical duties; interface with computer applications; appointment scheduling to include interpretation and verification of provider orders in accordance with VHA national scheduling guidelines; contacting Veterans to obtain provider preference; preparing clinic letters; monitoring VACC appointments with Veteran follow-up; and all other tasks assigned.

*March 2020 – Current James A. Lovell FHCC North Chicago, IL
Full Time; 40 hours/week Staff Nurse GS/6-4*

LPN at PACT clinic providing veteran focused care in compliance with VHA policies; management of VISN message requests and inquiries with appropriate documentation in CPRS, collaborating with outside providers to facilitate ongoing patient care, tracking of pre procedural requirements for pending consults, communicating abnormal labs, gathering, and providing information to PCP to assist in determining plan of care and addressing patient concerns. Responsible for clinic inventory management; ordering of office supplies thru various vendors and procurement of medical supplies utilizing DMLSS to meet the necessary needs of the clinic.

Jan 2019-Feb 2020 Edward Hines Jr. VA Hospital Hines, IL
Full Time; 40 hours/week Staff Nurse GS/6-2

LPN at busy dermatology clinic where responsibilities include independent medical decision-making during patient triage, appointment scheduling, performing dressing changes, Unna boot and Profore dressing applications while adhering to universal precaution and privacy standards; set up and patient teaching for minor and major surgical procedures, assisting MD during major surgical procedures, specimen collection and manipulation of data in excel spreadsheets for tracking purposes. Review of pathology and specimen documentation and spreadsheets for inconsistencies and accuracy. Inventory management of medical supplies and documents in exam rooms and medication room/cart, patch testing, patient teaching regarding safety and self-administration of biologic injections, suture removal, management of reusable medical equipment inventory, daily calibration of medical devices, post op phone calls, management and organization of paper and computerized pathology verification logs and charting.

Sept 2004-Jan 2019 Lake County Waukegan, IL
Full Time; 40 hours/week Staff Nurse

LPN at an inpatient addictions treatment program and adjoining inpatient psychiatric treatment program. Responsibilities include, but are not limited to: independent medical decision making regarding persons seeking treatment for psychiatric or substance abuse illnesses; providing treatments for existing health conditions as ordered by physician, performing urine drug screens and breathalyzers, administering TB skin tests, conducting MD clinic rounds, calibration of medical equipment as required, management and organization of clinical charts, electronically tracking medical information and logs, also maintained records and logs in paper form, performing release of information process in accordance with HIPPA; managing highly charged emotional or stressful situations as they arise, scheduling appointments for any necessary outpatient referrals, inventory management of supplies and documents in medication room/cart and nurses station, observing and monitoring the psychiatric and medical needs of our clients throughout the duration of stay.

Education

July 2021-Current Southern New Hampshire University

- *Bachelor of Healthcare Administration, Minor in Health Information Technology*

GPA 4.0; Honor Roll Fall 2021, President's List Fall 2021

2005 Gateway Technical College Racine, WI

- *A.A.S Health Information Technology*

2002 Gateway Technical College Kenosha, WI

- *Technical Diploma Practical Nursing*

References:

Available upon request.