
"Maintains a steady and positive attitude; performs at or above expectations; completes tasks in a timely and accurate manner; handles change well; high performer."

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EXPERIENCE:

[Jan 2022- Present]

IRF PAI COORDINATOR- MARY FREE BED REHABILITATION HOSPITAL- REMOTE

Work under utilization review management requests to communicate with multiple disciplinary departments to complete missing patient data in EPIC. Transfer patient data to uniform data system (UDS) website and transmit to centers for Medicare and Medicaid services (CMS) for hospital reimbursement. Communicate with finance department to make corrections to patient admission stay data in epic. Run monthly hospital reports.

[May 2015- Jan 2022]

ADMISSIONS COORDINATOR/PROGRAM EVALUATION SPECIALIST- SCHWAB REHABILITATION HOSPITAL- CHICAGO, IL.

Obtain required signatures for consents, HIPAA, and coordination of benefits forms upon patient admission to the hospital. Organize incoming patient referral data from outside resources and run periodic reports for statistical data. Enter patient data into the IRF PAI (inpatient rehab facility patient assessment instrument) and sent to CMS for reimbursement. Run monthly hospital reports.

[Aug 2012- May 2015]

PATIENT ACCESS REPRESENTATIVE- (FORMERLY) PRESENCE ST. MARY OF NAZARETH HOSPITAL- CHICAGO, IL

Work in the emergency department to gather patient demographics and health insurance information to screen for eligibility, collect signatures for consents, HIPAA, and coordination of benefits to register patients.

[May 2008- Jul 2012]

UNIT SECRETERY- THOREK MEMORIAL HOSPITAL- CHICAGO, IL

Work in various departments such as ICU, ER, General Medical/Telemetry to organize patient charts, order supplies for the unit, answer multi-line phone calls, answer patient call lights, set up physician consultations per doctor's orders. Registered patients in the emergency department.

SKILLS:

EPIC • MEDITECH • CPOE • INDEPENDENT WORK • TEAMWORK • TIME MANAGEMENT • ACTIVEWARE • EHR • MICROSOFT OFFICE • DATA ENTRY • CO-PAY/DEDUCTIBLE COLLECTIONS • DATA ORGANIZATION • DATA ACCURACY • GOAL ORIENTED • HIPAA • CUSTOMER SERVICE • AIDET • PATIENT SATISFACTION • RESEARCH • COMMUNICATION

EDUCATION:

Lakeview College of Nursing- Danville, Il

[August 2022-current]

- Third semester nursing student, part-time
- Working toward Bachelor of Nursing
- Completed Nursing Foundations

University of Phoenix- online

[October 2009- June 2012]

- Bachelor of Science in Healthcare Administration

Harry S. Truman College- Chicago, Il

- Associate in general studies

CERTIFICATION:

- Basic Life Support [expires- 3/2026]

ORGANIZATIONS:

- Sigma Theta Tau Honors Society

REFERENCES:

Rosemary Wilson- Manager Utilization Review – Schwab Rehabilitation Hospital, Chicago, Il
773-565-3643 (office) more details upon request

Nohemi Barrera- Patient Access Representative- St. Mary of Nazareth Hospital, Chicago, Il.
872-713-4205

Skyler Francis- RN- Carle Foundation Hospital, Champaign, Il.
217-766-4198