

Joylyn G. Coleman, RN

Permanent Address:

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EDUCATION

- **Bachelor of Science, Nursing** (December 2016): University of Saint Francis
- **Associate of Science, Nursing** (December 2015): University of Saint Francis
- **Certified Nurse's Aid Program** (Summer 2013): Saint Anthony Home
- **Associate in Liberal Arts, Elementary Education** (May 2010): Prairie State College

WORK EXPERIENCE

- **Case Manager**, Help at Home—Schererville, IN (August 2021- present). Evaluation, creation, and implementation of individualized plan of care for patients. Supervision of home health aides and private duty nurses. Care coordination with physicians, case managers, and other members of health care team. Provide in home visits for clients for admission, supervisory, and recertifications. Aide company in growth by obtaining new patient referrals.
- **Clinical Liaison**, Kindred Healthcare—Munster, IN (April 2018-August 2021). Lead admissions office for ARU. Use EMR and review patient criteria and complete bedside evaluation. Review with medical director and communicate with multidisciplinary team to facilitate transfers. Complete admission process with detailed documentation within specified time frames. Use knowledge of ICD 10 coding to assign Patient ARU diagnosis. Develop and implement marketing strategic initiatives for ARU. Work as part of a multidisciplinary team. Build relationships with key persons in treatment team (CM/SW, Physicians, therapists, etc.).
- **Registered Nurse**, Methodist Hospitals – Merrillville, IN (March 2016-April 2018). Fast paced Medical-Surgical Oncology floor. Plan and prioritize care of six patient team. Collaborate with other health care professionals and patient family members. Safe medication administration, Telemetry monitoring, admits/discharges, and complete documentation of patient care.
- **Server**, Carrabba's Italian Grill-- Schererville, IN (November 2014–March 2016). Multi-tasked in fast-paced environment. Utilized time management skills and prioritization in servicing multiple parties at a time.
- **Territory Manager**, American Marketing and Publishing – Valparaiso, IN (January 2013-June 2013, Summer 2015). Home and unsupervised field position. Responsible for managing all previous accounts in territory and researching/obtaining new business. Planned and prioritized all appointments daily. Communicated with clients via email, chat, phone, and in person. Met with 30+ small business owners daily. Handled account based customer service issues and inquiries.

SPECIAL SKILLS & CERTIFICATIONS

- Training and experience using Matrix charting system (2021-Present)
- Training and experience using EPIC charting system (2013-2021)
- CPR Healthcare Provider—American Heart Association (Expiration April 2023)
- Asthma Management and Education- RN (Cross Country University, 2015)

ACTIVITIES AND ACCOMPLISHMENTS

- Dean's List, Highest Honors (University of Saint Francis, Prairie State College)
- Student Nurse's Association class representative (August 2013-December 2015)
- Pinning Committee Representative
- Top 10 Territory Manager: American Marketing and Publishing, Spring 2013
- Phi Theta Kappa member (2008-2010)