

Melissa Romero

Brooklyn, WI

-Email me on Indeed: <http://www.indeed.com/r/Melissa-Romero/094fe802d9e78a83>

Authorized to work in the US for any employer

Work Experience

RN Case Manager

Recover Care - Middleton, WI

June 2020 to Present

- Case manager for up to 50 clients in private pay facility setting
- Administer injections, INR via finger stick, wound care, and respond to emergency situations
- Supervise CNA and other non-skilled caregivers

RN Medicare Educator

Recover Health - Madison, WI

January 2018 to June 2020

- Assign diagnosis codes using ICD 10 system all Medicare charts for 5 offices - including start of care, resumption of care and recertification's
- Complete review of chart including oasis and plan of care to ensure appropriateness and accuracy via email and phone

RN Clinical Supervisor

Recover Health - Madison, WI

June 2014 to January 2018

- Supervised RN, LPN and Therapy staff for an office of over 180 clients
- Assisted with intake of new referrals including determining eligibility, assigning admission and case managers
- Reviewed all start of care, recertification and discharge packets
- Educated RN and LPN staff regarding proper documentation, policies and procedures
- Completed and implemented quality improvement plan
- Performed annual evaluations for all clinical staff
- Participated in recruiting, hiring and orientation of clinical staff

LPN Clinical Assistant

Recover Health - Madison, WI

November 2013 to June 2014

- Assistant to RN Clinical Supervisor
- Reviewed all start of care, recertification and discharge packets
- Completed chart audits for billing purposes
- Coordinated with doctor's offices for verbal orders
- Educated RN staff regarding proper documentation

Lead Team Coordinator

Fourth St - Brooklyn, WI

June 2010 to November 2013

- Lead a group of 4 team coordinators for an office of over 225 clients
- Created new client start of cares and recertification 485/plan of cares for clients
- Entered payroll for skilled nursing visits, therapy visits, private duty nursing shifts and personal care worker/home health aide visits
- Verified insurance benefits and apply for preauthorization's as needed
- Scheduled visits for nursing personnel and unskilled assistive personnel

Patient Services Coordinator

Mauer Eye Center - Waterloo, IA

October 2008 to May 2010

- Confirmed insurance benefits and applied for preauthorization's
- Completed patient check in/out
- Triaged patient phone calls and scheduled appointments as needed

Physical Therapy Technician and Patient Care Coordinator

Janesville Physical Therapy and Rehab Specialist

Janesville, WI

November 2006 to September 2008

- Worked directly with physical therapist in patient care that included - modalities, exercises, stretches, and patient education
- Word-processed patient SOAP notes, evaluations and re-evaluations/progress notes on a daily basis
- Accomplished office operations that included greeting patients, answering multiple phone lines, patient registration/scheduling, billing and collections

Education

Associate of Science degree in Nursing in Nursing

Herzing University - Madison, WI

April 2014

Bachelor of Science in Athletic Training

University of Wisconsin Stevens Point - Stevens Point, WI

May 2006

Skills

- Perform well under pressure
- Strong communication skills
- Dependable, reliable, responsible
- Excellent comprehension and retention
- CPR
- Microsoft Excel
- problem solving

- ICD-10
- Nursing
- EMR Systems

Certifications and Licenses

RN