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| --- | --- |
| Name: |   Adelita Venegas |
| Phone: |   815-325-7460 |
| Email: |   adelitav82@comcast.net |
| Location: |   US-IL-New Lenox-60451 () |
| Last Modified: |   9/10/2019 9:19:34 AM |

 Work History

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| --- | --- | --- |
| Company Name: |   Timberline Knolls Residential Treatment Facility | 11/14/2018 - Present |
| Job Title: |   Charge Nurse |
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| Company Name: |   Multiplan | 10/14/2015 - 10/14/2018 |
| Job Title: |   Claims Resolution Specialist |
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| Company Name: |   Conifer Health Solutions | 08/14/2014 - 06/14/2015 |
| Job Title: |   Collections AR Representative |
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| Company Name: |   Blue Cross Blue Shield of Illinois | 11/14/2008 - 08/14/2014 |
| Job Title: |   Claims Technician/ Customer Advocate |
|  |
| Company Name: |   Silver Cross Hospital | 02/14/2003 - 05/14/2006 |
| Job Title: |   Emergency Room Admitting Representative |
|  |

 Education

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| --- | --- | --- | --- |
| School: |   Joliet Junior College Joliet, IL | Graduation Date: |  |
| Major: |   Nursing/Registered Nurse (RN, ASN, BSN, MSN) |
| Degree: |   Associate Degree |

 Additional Skills And Qualifications

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| --- | --- | --- | --- |
| Recent Job Title: |    Emergency Room Admitting Representative | Recent Wage: | 0 per  |
| Security Clearance: |   No |  |  |

 Desired Position

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| --- | --- | --- | --- |
| Desired Wage: |    per  | Desired Employment Type: |  |
| Desired Travel: |    |   Desired commute: |  |
| Desired Relocation: | No |  |

 Resume

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| ADELITA VENEGAS110 Town Crest Dr. Unit F. New Lenox, IL 60451 (815) 325-7460 Adelitav82@Comcast.netSUMMARYFirst year RN with 9 months experience in a mental health position looking for an opportunity totransition into medical nursing. Continuing education for my BSN degree is expected to be completedin 18 months.EDUCATIONAssociate Degree of Nursing Joliet Junior College Joliet, IL GPA: 3.1May 2018LICENSURES &amp; CERTIFICATION Current IL RN License #041.468254 NIH Stroke Scale certified by American Heart Association Certificate #6452255 Basic Life Support (BLS) certified by American Heart AssociationRELEVANT PROFESSIONAL EXPERIENCETimberline Knolls Residential Treatment FacilityCharge Nurse Provide care for up to 35 adolescent residents suffering from Mood Disorders, PTSD, EatingDisorders, and/or Substance Abuse Delegate tasks for up to 5 BHS staff and Sitters as needed Weekly case reviews with physicians and treatment team Perform Admission screenings including TB, EKG, drugs and pregnancy. Monitor weights, vitals, fluid intake, meal completion, glucose and lab levels Monitor and provide wound care to lacerations and contusions Provide training for new hire RN'sMultiplanClaims Resolution Specialist Negotiate claim payments with providers via fax, email and/or phone Attend monthly seminars regarding care trends and billing practices Contact insurance carriers for provider payment discrepancies Provide one on one training and observations for new hiresConifer Health SolutionsCollections AR Representative Corrected statistical, claim and insurance information on accounts Tracked payments and balance variations from insurance carriers Contacted providers and insurance carriers for discrepancies and denials.Blue Cross Blue Shield of IllinoisClaims Technician/ Customer Advocate Provided individual and group training to new hires Arranged meetings regarding department, procedure and system updates Notified support staff of system issues and assisted with update verifications Coordinated payment information to Medicare and other government agencies Created and maintained payment spreadsheets. Facilitated weekly conference calls for statusupdatesSilver Cross HospitalEmergency Room Admitting Representative Assisted to create and implement bedside triage process Verified patient demographics and relayed pertinent information to hospital staff, and assistpersonnel while maintaining high levels of patient satisfaction Coordinated with ER staff and House Supervisor for Inpatient admissions2018 to Current2015 to 20182014 to 20152008 to 20142003 to 2006 |