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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 | |
|  | | |
| 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 | |
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 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 VENEGAS 110 Town Crest Dr. Unit F. New Lenox, IL 60451 (815) 325-7460 Adelitav82@Comcast.net SUMMARY First year RN with 9 months experience in a mental health position looking for an opportunity to transition into medical nursing. Continuing education for my BSN degree is expected to be completed in 18 months.  EDUCATION Associate Degree of Nursing Joliet Junior College Joliet, IL GPA: 3.1 May 2018 LICENSURES &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 Association RELEVANT PROFESSIONAL EXPERIENCE Timberline Knolls Residential Treatment Facility Charge Nurse  Provide care for up to 35 adolescent residents suffering from Mood Disorders, PTSD, Eating Disorders, 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's  Multiplan Claims 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 hires  Conifer Health Solutions Collections 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 Illinois Claims 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 status updates  Silver Cross Hospital Emergency Room Admitting Representative  Assisted to create and implement bedside triage process  Verified patient demographics and relayed pertinent information to hospital staff, and assist personnel while maintaining high levels of patient satisfaction  Coordinated with ER staff and House Supervisor for Inpatient admissions  2018 to Current     2015 to 2018     2014 to 2015     2008 to 2014     2003 to 2006 |