Darcy Tolley

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Owner Darcy’s R+F, Rodan and Fields Independent Beauty consultant, EquiScentials Marketing Representative

Belle Fourche, South Dakota, United StatesHospital & Health Care

Previous positions

RN at Custer Health

Registered Nurse, BSN at Sanford Health

Education

Adams State College, Bachelor of Science, Registered Nursing/Registered Nurse

Summary

Experienced Registered Nurse with a demonstrated history of working in the hospital & health care industry. Skilled in Medication Administration, Healthcare, Medicine, and Training. Strong healthcare services professional with a Bachelor of Science focused in Registered Nursing/Registered Nurse from Adams State College.

Experience

RN

Black Hills Healthcare System

October 2017 – Present(2 years 3 months)Fort Meade, SD

Provide skilled nursing service and case management to veterans in their home/residential setting. Demonstrate skills and competencies to function autonomously within the scope of their professional practice. Communicate and coordinate care between the veteran, caregiver and the HBPC team.

RN

Custer Health

December 2012 – September 2017(4 years 9 months)Mandan, ND

Assist with/or provide health maintenance clinics. Provide home visits as assigned. Assist with/or provide immunizations clinics. Assist with/or provide school screenings and school health education. Provide and promote community health services. Assist with and/or provide services in office setting-such as throat cultures, rapid inspections, blood pressures, and tuberculosis screening and medication management. Attend staff and/or branch office meetings as scheduled and continuing education opportunities as approved. Utilize the nursing process to identify individual patient problems and to develop, implement, and evaluate patient care. Provide nursing care to meet physical, emotional, spiritual, and social/cultural needs of the patient, by means of teaching and referral. Document observations, nursing interventions, therapeutic measures administered and status of coordinated activities between nursing and other professional disciplines utilizing the problem oriented record system.

Registered Nurse, BSN

Sanford Health

June 2012 – December 2012(6 months)Bismarck, North Dakota

Ortho/Neuro/Med Surg. Plan and implement patient care and treatment. Perform health care functions, demonstrate clinical skills, share knowledge, serve as a positive role model. Promote optimal patient outcomes. Assess, plan, implement, evaluate, supervise and document care of patients, according to policies, procedures and standards of practice of the health systems, accrediting organizations, and governmental agencies.

Graduate Nurse, BSN

Adams State College

January 2010 – May 2012(2 years 4 months)Alamosa, CO

Internship at St. Alexius Home Health and Hospice in Bismarck, ND. Public Health clinicals at Custer Health in Mandan, ND. Psychiatric clinical rotations at Colorado Mental Health Institute in Pueblo, CO. Med Surg I, Maternal-Newborn, and Pediatric clinical rotations at San Luis Valley Regional Medical Center in Alamosa, CO. Med Surg II clinical rotation at Heart of the Rockies Regional Medical Center in Salida, CO. Fundamentals clinical rotation at Home Lake Veterans Care Center in Monte Vista, CO. Performed routine tasks under the supervision of the nursing staff. Answered patients’ call bells, served meals, made beds, helped patients eat, dress, and bathe. Assisted with mobility needs. Took temperatures, pulses, respirations, and blood pressures. Gave meds. Started IVs. Drew labs.

Insurance Billing Clerk

Mercy Regional Medical Center

June 2009 – January 2011(1 year 7 months)Durango, CO

Reviewed all bills for appropriateness of charges. Verified and made corrections to

patient accounts. Submitted electronic claims daily in a timely manner. Contacted

insurance companies for applicable follow up. Obtain billing information when not

provided. Posted payments. Assumed other duties as assigned. Maintained confidentiality

and protected sensitive data at all times. Worked collaboratively and supported efforts

of team members. Demonstrated exceptional customer service.

Claims Adjustor

Workforce Safety Insurance

October 2007 – June 2008(8 months)Bismarck, ND

Investigated claims, determined liability, and processed the claim. Determined the wage

replacement benefits and issued checks. Informed the injured workers of their rights.

Participated in coordinating medical treatment and paid medical bills. Worked with the

return-to-work services provider to manage decisions that affected the disability and

treatment plan. Assisted in coordinating transitional work.

Senior Provider Service Representative

Aetna, Inc

September 2003 – September 2007(4 years)Bismarck, ND

Handled provider service inquiries and problems via telephone, internet or written

correspondence. Answered questions and resolved issues based on phone calls and letters

from members and providers. Triaged resulting rework to appropriate staff. Documented

and tracked contacts with members, providers and plan sponsors. Processed claim

referrals, new claim handoffs, nurse reviews, complaints, grievances, and appeals via the

electronic correspondence handling system. Educated individual providers via telephone.

Used applicable system tools and resources to produce quality letters and spreadsheets in

response to inquiries received. Mentored. Assisted with supervisor calls. Provided

assistance to new hires in the training atmosphere and when they come on the floor.

Education

Adams State College

Bachelor of Science, Registered Nursing/Registered Nurse

2010 – 2012

Adams State College

Activities and Societies

Sigma Theta Tau Honor Society,

Adams State Student Nurse Association, National Student Nurses Association, American Holistic Nurses Association

Medcenter One College of Nursing

Nursing

2000 – 2000

Bismarck State College

Associate of Science, Pre-Nursing Studies

1991 – 1993

Bismarck State College

pre-nursing

Mandan High School

1987 – 1991

Activities and Societies

FFA

Charter

2006

Skills & Expertise

Training

Pediatrics

Public Health

Leadership

Nursing

Hospitals

Health

Public Speaking

Clinical Research

Customer Service

Treatment

Research

Medical/Surgical

Medication Administration

Home Care

Healthcare

Medicine

Insurance

Mental Health

Medical-Surgical