

Mary Klein

Neurosurgery Coordinator - St Louis University Hospital

Freeburg, IL

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Authorized to work in the US for any employer

Work Experience

Neurosurgery Coordinator

St Louis University Hospital - St. Louis, MO

April 2017 to Present

- Assist in Operating Room procedures
- Management and assignment of clinical staff for all surgical procedures
- Coordinate surgical procedures
- Discuss and educate patient and patient's family on procedures
- Confirm quality of care in accordance with AORN standards
- Establish guidelines to promote lower infection rates
- Develop and implement Operating Room clinical goals

Staff Nurse

St Elizabeth's Hospital - Belleville, IL

July 2016 to January 2017

- Proficient at Scrub and Circulating Nurse duties
- Utilize aseptic technique to prevent infections
- Work in coordination with MD to confirm patient/procedure
- Patient education pre- and post-op
- Ensure safe environment for patient at all times

Resource Nurse

Ortho Spine, St Louis Children's Hospital - St. Louis, MO

February 2016 to July 2016

- Team Leader
- Coordinate with vendor to ensure appropriate implants/instruments were utilized
- Cost management responsibilities with regard to spine surgical supplies
- Coordination of surgeon schedule with physician's office
- Schedule qualified, experienced personnel for surgery cases

Legal Nurse Consultant

MA Klein & Associates - Waterloo, IL

January 2014 to December 2015

- Self-employed
- Screen potential clients for Brown & Crouppen law firm
- Review medical documentation for accuracy

- Identify and address questionable standards of care
- Interview patients
- Draft interview questions for legal team

Neurosurgeon

Dr William Sprick - Belleville, IL

January 2001 to September 2013

- Responsible for all First Assist duties during pre-, intra-, and post-operative periods
- Management and assignment of clinical staff for all surgical procedures
- Assist in all aspects of surgical procedure
- Educate hospital staff on proper instrumentation usage
- Discuss and educate patient and patient's family on surgical procedure
- Coordinate with health team members to assess, plan and implement patient's plan of care
- Evaluate use of hospital supplies for cost appropriateness
- Provide follow up care in an office setting
- Order necessary and proper testing

Staff Scrub and Circulating Nurse

St Elizabeth's Hospital - Belleville, IL

September 1993 to January 2001

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- Assess patient condition with regard to medical history and lab results
- Verify physician orders and patient consent authorizations
- Document all conditions, procedures and test results
- Adhere to JCAHO and HIPAA compliance regulations
- Provide for accurate care and handling of specimens
- Anticipate needs of surgeon prior to surgery
- Maintain a sterile environment at all times

Education

Associates of Nursing, St in Meramac

Louis Community College

1999

St Louis Community College

1993

Nursing Licenses

RN

RN

Skills

- ORGANIZATIONAL SKILLS (Less than 1 year)

- PROBLEM SOLVING (Less than 1 year)
- Aseptic Technique
- HIPAA
- Legal Research
- Medical Office Experience
- Vital Signs

Certifications and Licenses

BLS Certification

Assessments

Medical Terminology — Highly Proficient

September 2020

Understanding and using medical terminology

Full results: [Highly Proficient](#)

Verbal Communication — Expert

September 2020

Speaking clearly, correctly, and concisely

Full results: [Expert](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

Professional Skills

- In depth knowledge of operating room equipment and devices
- Strong management and organizational skills
- Excellent communication and interpersonal relationship skills
- Proficient in technical and practical problem solving situations