

Trinity Elkins

Registered Nurse, BSN

Oswego, IL 60543

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(312)375-0899

I have been in the nursing profession with 13 years of nursing experience. Comprehensive knowledge of direct patient care, nursing procedures, healthcare administrative policies, and regulatory requirements. Reputation as a self-directed professional with superior problem solving, communication, and documentation skills. Successful in managing time, prioritizing tasks, and organizing projects to improve the Quality of Patient Care.

Willing to relocate to: Cleveland, OH - -

Authorized to work in the US for any employer

Work Experience

Director of Nursing

GREATLAND HOME HEALTH - Naperville, IL

April 2019 to January 2021

- Managing 50+nurses and therapists.
- Managing/supervising clinical managers and 700+ patients
- Performance Improvement
- Budgeting supplies and other expenses
- Assists with recruitment and interview process
- Conducts monthly in services

- Reviewing documentation for SOC's, ROC's, and recerts.
- Collaborating with the team regarding patient care.
- Ensuring proper orders are obtained for patient care.
- Locking discharges and transfers.
- Monthly metrics and meeting with a preferred hospital.
- Weekly reports and meetings with a preferred hospital.
- Providing mentoring and feedback to staff.
- Working with physicians to help improve quality of life to patients.

Clinical Nurse Manager

GREATLAND HOME HEALTH - Naperville, IL

May 2018 to January 2020

Responsibilities:

- Managing 20+ nurses and therapists.
- Case managing 150+ patients
- Reviewing documentation for SOC's, ROC's, and recerts.
- Collaborating with the team regarding patient care.
- Ensuring proper orders are obtained for patient care.

- Locking discharges and transfers.
- Monthly metrics and meeting with a preferred hospital.
- Weekly reports and meetings with a preferred hospital.
- Providing mentoring and feedback to staff.
- Working with physicians to help improve quality of life to patients.

Intake Nurse Manager

GREATLAND HOME HEALTH - Naperville, IL

August 2016 to May 2018

Responsibilities:

- Receives and documents patient referrals to home care services, insuring compliance with applicable coverage criteria.
- Communicates pertinent patient information to the patient's physician, payor source and/or appropriate agency staff.
- Receives and distributes information regarding lab test results and other pertinent reports to the patient's physician and appropriate agency staff.
- Performs chart audits as directed to monitor documentation and patient clinical records to ensure compliance with agencies policies and procedures and all regulatory inspection agencies.
- Obtains ongoing authorizations. Communicates with insurance payors and their representatives with updates and responding to their requests for information.
- Verifies all orders prior to admission and verifies insurance benefits.
- Tracks referrals and re-hospitalizations
- Inputs patient visit data into the billing system to ensure accurate and timely billing processes.
- Monthly metrics for one of our preferred provider hospitals.
- Notifies Director as needed when documentation is delinquent from staff.
- Assists with checking of billing frequencies and presence of orders every billing period.
- Answering multi-line office phones
- Routine visits as needed in the field

Intake Coordinator

Covenant Care at Home - Saint Charles, IL

September 2014 to August 2016

Responsibilities:

- Receives and documents patient referrals to home care services, insuring compliance with applicable coverage criteria.
- Communicates pertinent patient information to the patient's physician, payor source and/or appropriate agency staff.
- Receives and distributes information regarding lab test results and other pertinent reports to the patient's physician and appropriate agency staff.
- Performs chart audits as directed to monitor documentation and patient clinical records to ensure compliance with agencies policies and procedures and all regulatory inspection agencies.
- Obtains ongoing authorizations. Communicates with insurance payors and their representatives with updates and responding to their requests for information.
- Verifies all orders prior to admission and verifies insurance benefits.
- Participates in the agency's quality improvement programs.orders.
- Inputs patient visit data into the billing system to ensure accurate and timely billing processes.

- Input/generation of client data to 485/486 Plan of Care/Medical Update and Patient Information with scrupulous attention to detail and high level of accuracy for admissions and re-certifications.
- Notifies Director as needed when documentation is delinquent from staff.
- Assists with checking of billing frequencies and presence of orders every billing period.
- Answering multi-line office phones
- Audits chart before billing to make sure accurate documents are in the chart.
- Audits infections, incidents, wounds, and home health aide supervisory visits.

Clinical Manager Assistant/Intake Coordinator/Business Office Specialist

Amedisys Home Health - Naperville, IL

September 2011 to March 2014

Responsibilities:

- Receives and documents patient referrals to home care services, insuring compliance with applicable coverage criteria.
- Communicates pertinent patient information to the patient's physician, payor source and/or appropriate agency staff.
- Receives and distributes information regarding lab test results and other pertinent reports to the patient's physician and appropriate agency staff.
- Performs chart audits as directed to monitor documentation and patient clinical records to ensure compliance with agencies policies and procedures and all regulatory inspection agencies.
- Obtains ongoing authorizations. Communicates with insurance payors and their representatives with updates and responding to their requests for information.
- Verifies all orders prior to admission and verifies insurance benefits.
- Participates in the agency's quality improvement programs.
- Schedules evaluation visits by therapists and social workers according to administrative policy and physician orders.
- Inputs patient visit data into the billing system to ensure accurate and timely billing processes.
- Input/generation of client data to 485/486 Plan of Care/Medical Update and Patient Information with scrupulous attention to detail and high level of accuracy for admissions and re-certifications.
- Notifies Director as needed when documentation is delinquent from staff.
- Assists with checking of billing frequencies and presence of orders every billing period.
- Answering multi-line office phones.

Licensed Practical Nurse - Field Nurse

Amedisys Home Health - Naperville, IL

September 2010 to September 2011

Responsibilities:

- Provides skilled nursing care to patients as directed by the registered nurse in accordance with the Plan of Care and agency policies.
- Promotes and maintains patient health through teaching and appropriate rehabilitative measures under the guidance of a registered nurse.
- Assists patients in learning appropriate self-care techniques.
- Helps to achieve and maintain continuity of patient care by assisting in planning and exchanging information with the appropriate staff.
- Assists the physician and registered nurse in performing specialized procedures for which competency has been established.

- Communicates current health status and needs of patients to registered nurse and other appropriate staff.

Licensed Practical Nurse - Sub-Acute Care Floor Nurse

Manorcare - Naperville, IL

January 2008 to September 2010

Responsibilities:

- Provides skilled nursing care to patients as directed by the registered nurse in accordance with the Plan of Care and agency policies.
- Promotes and maintains patient health through teaching and appropriate rehabilitative measures under the guidance of a registered nurse.
- Helps to achieve and maintain continuity of patient care by assisting in planning and exchanging information with the appropriate staff.
- Assists the physician and registered nurse in performing specialized procedures for which competency has been established.
- Communicates current health status and needs of patients to the registered nurse and other appropriate staff.
- Medication management and distribution according to physician orders.
- Wound treatments as ordered by the physician.

Licensed Practical Nurse - Sub-Acute Care Floor Nurse

Lexington Health Care - Chicago Ridge, IL

January 2006 to September 2010

Responsibilities:

- Provides skilled nursing care to patients as directed by the registered nurse in accordance with the Plan of Care and agency policies.
- Promotes and maintains patient health through teaching and appropriate rehabilitative measures under the guidance of a registered nurse.
- Helps to achieve and maintain continuity of patient care by assisting in planning and exchanging information with the appropriate staff.
- Assists the physician and registered nurse in performing specialized procedures for which competency has been established.
- Communicates current health status and needs of patients to the registered nurse and other appropriate staff.
- Medication management and distribution according to physician orders.
- Wound treatments as ordered by the physician.

Education

Bachelor's in Nursing

Grand Canyon University - Phoenix, AZ

October 2018 to March 2019

Associate Degree in Applied Science in Nursing

Waubonsee Community College - Sugar Grove, IL

2015 to 2016

Associate Degree in Science in General Studies

Waubensee Community College - Sugar Grove, IL

2012 to 2015

Diploma in Nursing

Knoedler School of Practical Nurse Education - Jefferson, OH

2005 to 2006

High school or equivalent in Diploma

Perry High School - Perry, OH

August 1993 to June 1997

Nursing Licenses

RN

State: IL

RN

State: IN

PN

Expires: 2008

State: OH

PN

Expires: 2016

State: IL

Skills

- Organizational Skills
- Case Management
- Documentation
- Outlook
- Excel
- Nurse Management
- Nursing
- Medication Administration
- Patient Care
- Home Care

Certifications and Licenses

CPR/AED

2019 to 2021

Oasis D Training

2018 to 2018

BLS Certification

HCHB - Super User

Present

Additional Information

References available upon request