

Noelle Stone

IL&GA LPN; HHA; Auditor; HEDIS; Claims Examiner

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To be successful in all areas of work that I may do. I am inspired and passionate by learning new things and am gained much being a very fast learner. I am an asset to the facility or team, that I may work for or with. I am also a professional nurse with exceptional skills in critical thinking, rapid response in fast-paced environments. Leadership and passion for the profession. I have experience as an agency nurse that has given me an exceptionally wider knowledge base and the ability to adapt easily and readily.

- Very Knowledgeable in MS Excel, MS Outlook, MS Word
- Refund auditor
- FedEx/ UPS Claims adjustor/processor
- Very knowledgeable with parcel rules, regulations, and direct website
- Rate negotiations
- Macros
- Data Processing
- Data Entry
- Remote Web Workplace
- Auditing Raw Data
- Customer Service
- Handling Claims Directly
- Shipping/Receiving Logistics
- Print/Fax/Copy
- 60 WPM with 100% accuracy
- QuickBooks/Quicken
- Very knowledgeable with parcel carriers (UPS, FedEx) rates, routes
- Tax preparation, filing
- Salesforce tools
- Crystal Reporting
- Detail oriented
- Organized
- Ability to multi-task

#readytowork

Authorized to work in the US for any employer

Work Experience

Rehab Unit Nurse

Generations at Neighbors - Byron, IL

April 2019 to Present

- Delivery of quality care to patients who have suffered stroke, head injury, orthopedic surgery, cardiopulmonary surgery and musculoskeletal disorders needing inpatient care.
- Responsible for direct and indirect pt care for adult and geriatric patients.
- Performed a variety of nursing tasks i.e. dressing changes, wound care/wound vacs, staple removal, NG care, G tube care, O2 care, dysphasia screening, Foley insertion, care and removal.
- Closely observed patients for changes in mental or physical status.
- Assist in the rehab process of the patients.

LPN (Licensed Practical Nurse)

Oregon Living and Rehabilitation Center - Oregon, IL
February 2019 to April 2019

- Collaborated with other healthcare professionals to plan, manage, and assess patient treatments
- Assessed condition of patients and documented per medicare/medicaid protocol and policy
- Performing all diagnostics test as ordered and indicated to send over to the laboratory
- Ordering and managing all patient medication as ordered by MD
- Administered medications as ordered per MD
- Assessed for signs and symptoms of infection
- Chart using facility integrated hospital software
- Wound Care, Wound Vac Care, Ordering basic skin treatment care
- Performing all diagnostics tests as ordered and indicated to send

Claims Examiner

First Source Staffing - Rockford, IL
September 2018 to February 2019

Review claims after they are submitted to ensure claimants and adjusters followed proper guidelines. Assist adjusters with complicated claims and high volume.

Performs medical review and investigation of claims, including complex claims, to determine medical necessity and appropriateness, in accordance with Company guidelines, client needs, and legislative requirements

Review claims to ensure the services are not experimental and that the diagnosis meets the treatment recommended.

Fast paced environment.

Navigate through multiple software applications.

Customer service.

Admissions Coordinator

Ultimate Medical Academy - Tampa, FL
May 2017 to February 2018

- Contacted prospective students via phone to conduct interviews.
- Completed paperwork and online forms timely, accurately and according to policies and procedures.
- Contacted prospective students via phone to conduct interviews.
- Upheld the standards set by school accreditors, state regulators and the federal government.
- Adhered to FERPA regulations

- Navigating CRM

Nurse

Medical-Surgical/Oncology - Waycross, GA
2015 to January 2017

Including (2M) M/S-Orthopedics, (2C) M/S-Pediatrics, (3M) M/S-Surgical, Emergency Department, Progressive Care Unit, Senior Behavioral Unit

- Provide care for patients suffering from cancer, trauma, acute chest pain, respiratory distress, immunological disorders, acute infection, secondary complications r/t disease process, GI bleed/blockages, drug/alcohol overdose and not limited to post-op
- Total patient assessments and care including neurologic, cardiovascular, respiratory, gastrointestinal, genitourinary, input/output, IV site, surgical/trauma wound, tracheostomy, urinary catheters, nephrostomy, NG, G, chest tubes, drains and ostomies
- Duties that facilitate admission, transfer, or discharge of patients
- Ability to assess and interpret vital signs, signs/symptoms and EKG of acute/chronic conditions that could result in rapid physiological deterioration or life-threatening instability
- Implement BLS, algorithms and condition stabilizing interventions as ordered
- Set-up, insertion and maintenance of IV/port access, nasogastric intubation tube and urinary catheters using aseptic/sterile technique as ordered
- Administration of IV/PO/SQ/IM/Pyxis medications, TPN & intravenous chemo-therapy, anticoagulation therapy, IVIG immunotherapy, and blood products as ordered
- Requesting, collection of and preparing of patients/specimen for lab, radiological exams and surgery as clinically indicated and ordered
- Removal of bodily waste via aspiration technique, suction, Jackson-Pratt, pleural/peritoneal pigtail drains, digital and debridement as ordered
- Provide education regarding drug therapy, activity limitations, and need for compliance
- Documentation and SBAR use via Meditech of all nursing activities related to patient care

HEDIS Review Nurse

Inovalon - Waycross, GA
January 2016 to May 2016

- Perform accurate HEDIS medical record data abstraction for all measure compliance via Med abstract and Med Capture tool
- Initiate member outreach and survey support, compile information and prepare reports for management, utilize findings and trends to improve efficiency as well as customer satisfaction
- Maintain HIPAA regulations for consumer privacy and complete tasks in a timely manner, ensure compliance with NCQA, federal, state and other regulatory agency standards

Senior Care Center/Transitional Rehab Unit

Medical-Surgical/Oncology
May 2015 to August 2015

- Collaborated with other healthcare professionals to plan, manage, and assess patient treatments
- Assessed condition of patients and documented per medicare/medicaid protocol and policy
- Performing all diagnostics test as ordered and indicated to send over to the laboratory
- Ordering and managing all patient medication as ordered by MD
- Administered medications as ordered per MD
- Assessed for signs and symptoms of infection
- Chart using facility integrated hospital software

- Wound Care, Wound Vac Care, Ordering basic skin treatment care
- Performing all diagnostics tests as ordered and indicated to send

Clinical Experience

April - July 2014

- Clinical Practice in Intense Care April 2014 - July 2014
 - CCU, L&D, NICU
 - Newborn Infant Shots
 - Care of patient on ventilator
 - Set-up and maintenance of TPN equipment of patients on ventilator
 - Wound Care on critical patients
 - Postmortem Care d/c all holistic equipment (central line, catheter, etc)
 - Give medications to conscience and unconscious patients, IV push, IV bag, IM, PPD, through ng tube, IV therapy, etc.
 - Care of patients on isolation

Clinical Experience

August 2013 - July 2014

- Clinical Practice in Intense Care April 2014 - July 2014
 - CCU, L&D, NICU
 - Newborn Infant Shots
 - Care of patient on ventilator
 - Set-up and maintenance of TPN equipment of patients on ventilator
 - Wound Care on critical patients
 - Postmortem Care d/c all holistic equipment (central line, catheter, etc)
 - Give medications to conscience and unconscious patients, IV push, IV bag, IM, PPD, through ng tube, IV therapy, etc.
 - Care of patients on isolation
- Clinical Practice in Standard Acute Care -January 2013 - April 2014
- Nursing Home, Non-Acute Care August 2013 - December 2013
 - Collaborated with other healthcare professionals to plan, manage, and assess patient treatments in the acute care units
 - Assisted in assessing patients after blood transfusions and other procedures for adverse reactions
 - Assessed condition of patients; reporting finding to appropriate personnel
 - Gave patient medications
 - Chart using facility software
 - Wound Care, Wound Vac Care
 - Personal hygiene care, Patient Transport, Patient assist with feeding
 - Performing diagnostics tests as ordered

Dispatcher/Customer Service

TriState TLC - Waycross, GA

January 2012 to August 2014

- Part of service team
- Respond to service calls dispatching technician directly over several regions (tri-state area)
- Coordinate all routes and schedules
- Organize all meetings between technicians and facility
- Address any problems that may arise before, after, and during service

- Monitors all service technicians in respect to their location with site location and technicians time-sheets for payroll with GPS enabled for support
- Invoice all customers using modified management software
- Capable of functioning and utilizing Microsoft SQL Server Systems
- Customer setup, quote raw labor estimation and parts needed information
- Import raw data directly from work orders with labor amount owed and delicate verbiage
- Set-up and the sale of contracts for customers providing preventative maintenance along with all necessary paperwork
- Assist in inventory management and communication from technician stock to warehouse
- Creating and modifying report raw and pre-existing using MS Excel and Crystal Reporting for gain/loss of sales, customer history, problems vs. solution, cost of employee effectiveness
- Handle all technician expenses, process the c/c statements justifying each charge assigning purchase order numbers, itemizing the expense to the appropriate expense (cost to company versus chargeable expense)

Auditor

Logica, LLC - Utah

January 2005 to May 2009

- Part of audit team,
- Researched every aspect of UPS, very knowledgeable with website, rates, contracts, regulations, waivers and routes
- Researched every aspect of FedEx. Very knowledgeable with website, rates, waivers, contracts, regulations and routes.
- Specialized in auditing data for parcel recovery for Logica's customers.
- Worked with customers' raw data to process, audit, and recover any error that UPS/FedEx may have incorrectly charged.
- Worked with customers directly with their rates and contracts between their carriers to
- Simplify their cost.

Education

Licensed Practical Nurse in Nursing

Okefenokee Technical College - Waycross, GA

May 2012 to 2014

High School Diploma

Winnebago High School - Winnebago, IL

2001 to 2005

Nursing Licenses

PN

Expires: March 2019

State: GA

Skills

- LVN
- LPN
- Med Surg
- Home Health
- ER
- Medical Surgical
- Operating Room
- Correction
- Staff Nurse
- HEDIS
- Medication Administration
- Crystal Reports
- Tube Feeding
- Acute Care
- NCQA Standards
- Microsoft SQL Server
- Quicken
- Aseptic Technique

Certifications and Licenses

BLS for Healthcare Providers

Present

IV Therapy Certification

Present

Advanced Cardiovascular Life Support (ACLS)

2015 to 2017

LPN

Groups

AMERICAN RED CROSS

Present

DAT