

Melissa Sadler

South Beloit, IL 61080

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Strong ability to multitask and set priorities. Recognized for dependability, adaptability, professionalism and respectful care. Strong communication skills, problem solving. Ability to work under pressure and motivated to build working relationships. Confident and effective in presenting and educating with large groups. Confident in working independently.

Work Experience

RN Case Manager Home Health

Aveanna Healthcare - Janesville, WI

October 2020 to Present

Home health skills

Patient /Caregiver education disease process

Medication Management

Create and Update Care plan as needed

Maintaining communication with PCP

Planning, organizing, scheduling

Nurse case manager Home health

Aveanna Healthcare - Janesville, WI

October 2020 to Present

Home Health direct Skills per care plan

Medication management

Maintaining communication interdisciplinary team

Patient/Caregiver education disease process

Creating /updating care plans

Planning, scheduling

Admissions, discharge visits

Oasis scoring

RN Team Lead

Northern Illinois Hospice

2019 to Present

- Staff development/Education (nursing, social work, cna, chaplain, music/massage)
- Developing Clinical department policies and procedures
- Charting Audits
- Team Building
- Coaching, correcting action, performance appraisals
- Model Visit Training

Student Nurse Intern

Rockford Memorial Hospital - Rockford, IL

May 2013 to Present

- Provided holistic and compassionate care within the scope of practice of a Nursing Care Assistant
- Shadows all aspects of the nursing process and completes tasks assigned by Registered Nurse
- Patient transport
- Answering/directing unit phone calls
- Observed roles of the RN and interdisciplinary team on patient care within a variety of units including medical-surgical, operating room, emergency room as well as cardiac cath lab and pain center

RN Case Manager

Beloit Regional Hospice

2016 to 2019

- Provide holistic patient centered care for the dying person all ages.
- Provide Support and Education to patient and family members
- Performing comprehensive nursing assessment, developing and implementing plan of care
- Medication Management
- Liaison between patient and primary and specialty care physicians
- Reporting to all levels of hospice team to provide update on patients condition and expected outcomes
- Efficient managing daily high patient census including CNA supervision with timely documentation in MAR.

Registered Clinic Nurse Family

Beloit Regional Hospice

2015 to 2015

2106

- Vaccinations of all age/population
- Intake and communication with physician on patient changes and concerns
- Clinic patient scheduling, prescription management
- Effectively managing high intake of patient messages
- Patient satisfaction

Collection Manager

Apria Hea Apria Healthcare - Machesney Park, IL

2004 to 2009

- * Responsible for interviewing, hiring, training, termination and developing performance improvement plans
- * Completed annual reviews and quarterly feedback to employees
- * Led and supported staff of 25 and three supervisors
- * Knowledge of insurance company policies and procedures in federal, state and commercial industry
- * Expert with third party payor reimbursement in healthcare industry
- * Financial Reporting and analysis
- * Conducts quality assurance audits to ensure accuracy and production standards
- * Responsible for identifying and correcting all system pricing and contract errors
- * Liaison for payor and provider to resolve contracting issues
- * Development of policies and procedures and provide training/education to all staff including all outreach facilities branch and billing center levels
- * Facilitate weekly/ monthly meetings with staff and branch management personal
- * Active member of the transition team assisting in the relocation of workflow to third party

Claims Manager

2002 to 2004

- * Ensure timely billing of claims and cash applications
- * Managed transition of centralized cash consolidation
- * Assisted with the development of automated lockbox cash posting process
- * Performed month end close and reporting

Collection Supervisor

2000 to 2000

20002

Responsible for resolving complex accounts and achieving cash collection goals

Billing and Cash Supervisor

1998 to 2000

Responsible for timely claim submission and cash posting

Cash Applications Lead (promoted)

Deposits

1997 to 1998

cash posting, and quality reviews.

Receptionist

1996 to 1997

Answered multi-line phone and worked with large dollar deposits.

Education

Bachelor of Science in Nursing

Rockford University - Rockford, IL

2014

Certificate

Rock Valley College

2010

Associate in Legal Assisting

Rockford Business College - Rockford, IL

1999

Nursing Licenses

RN

Skills

- Home Health

- RN
- Meeting Facilitation
- Nursing
- Hospice Care
- Medication Administration
- Case management
- Management

Certifications and Licenses

CPR Certification

BLS Certification