

Kristin Rubatt-Droke

LPN

Hurley, WI 54534

kristindroke8_4i8@indeedemail.com

+1 715 329 0859

Friendly, fast learner, and dependable.

Authorized to work in the US for any employer

Work Experience

LPN

EMERALD SHORES HEALTH AND REHABILITATION CENTER

2016 to Present

- Administer Medications
- Creating Care Plans
- Managing a team of certified nursing assistants
- Writing recommendation orders to the M.D.

Oakland Terrace School Nurse

State of Florida - Panama City, FL

March 2013 to March 2014

Provided assessment, intervention, and follow-up as well as dispensing medications per MAR.

Office Nurse

AMERICAN GASTROENTEROLOGY - Panama City, FL

2007 to 2012

- Schedule appointments
- Make travel arrangements for patients having surgery
- Directing patients on how to take their medications and prepping for surgery.
- Answering patient calls and helping them get their needs met.
- Provided Impeccable professional care

Billing Coordinator

HEALTH FILE

January 2006 to May 2007

- Managed Billing for over 4 different MD offices in Panama City Florida
- Answered the phones and provided impeccable customer service.
- Billing and Medical Coding
- Traveled throughout each Doctor office to obtain records that were necessary for billing.

Medical Service Coordinator

HOME MEDICAL PRODUCTS AND SERVICES - Superior, WI

September 1998 to December 2005

- Answering the phone and Greeted visitors who came into the store and helped them with their needs
- Schedule and coordinate meetings, appointments, and travel arrangements for service technicians
- Trained 1 administrative assistants during a period of company expansion to ensure attention to detail and adherence to company policy.
- Maintain utmost discretion when dealing with sensitive topics
- Purchased and maintained office supply inventories.

Education

Licensed Practical Nursing

Gulf Coast Community College - Panama City, FL

2007

Associates of Art in Art

Lake Superior College - Duluth, MN

May 2005

certification in nursing

Wisconsin Indian Head College - Superior, WI

May 1996

Bachelors in Business Health Administration

Forbes College for Business- Ashford University

Skills

- Staff Nurse
- LPN
- Home Health
- Medical billing
- Medical office experience
- Leadership

Additional Information

- Expert in Microsoft Office
- Fast learner, reliable, and professional
- Web and tech savvy, require little to no training
- Expert in medical care
- Impeccable phone etiquette and customer service skills
- C.P.R. Certified