

# Alisha Hubler

Tipton, IA 52772

[alisha34505\\_ssd@indeedemail.com](mailto:alisha34505_ssd@indeedemail.com)

+1 563 886 4987

I am a highly motivated, dependable and dedicated administrator with over 20 years of clinical and administrative experience in health care. Unlike most, I embrace the constant changes and am proactive to stay ahead of the competition. I am a firm believer that if you take care of your employees, they will provide high-quality care to your residents. I have learned a lot, and enjoyed 24 years of experiences at Cedar Manor, but I am ready for a change in my professional career and a new challenge.

Authorized to work in the US for any employer

## Work Experience

---

### **Nursing Home Administrator**

Cedar Manor Nursing Home - Tipton, IA

May 2016 to Present

- Maintain compliance with state and federal regulations, including two deficiency-free surveys.
- Provide guidance and leadership to over 70 employees in a 60-bed home while managing day-to-day administrative tasks.
- Maintain compliance with Centers for Medicare and Medicaid Services (CMS) requirements, submitting payroll-based journal (PBJ) reports and re-evaluation reports for continued participation in Medicare and Medicaid programs.
- Manage a \$4.5 million budget, while managing accounts payable and receivable, billing and claims processes to obtain reimbursements.
- Maintain occupancy of 93-99%.
- Oversaw and completed an expansion of over \$2 million, including a rehabilitation wing, skilled suites, offices and exam rooms.
- Maintain a CMS-rated 5-Star facility.
- Opened outpatient and massage therapy to the community.
- Produced the highest-income year in 50 years of business.

### **Director Of Nursing**

Cedar Manor Nursing Home - Tipton, IA

May 2012 to May 2016

- Recruited, hired and supervised a team of 40-50 CNA's and Nurses.
- Maintained compliance with state and federal regulations.
- Assured proper staffing to provide high-quality care for 60 residents.
- Established skilled nursing within a facility that had only been licensed for ICF.
- Boosted moral, and increased retention in nursing department.
- Communicated with physicians and families regarding resident needs.
- Worked with Administrator to stay below budget in nursing department.
- Provided truly resident-centered care in 3 neighborhoods with consistent staff.
- Decreased the percent of residents using antipsychotic medications.

-Trained all nursing and non-nursing staff in CPR.

### **MDS Coordinator/ Charge Nurse**

Cedar Manor Nursing Home - Tipton, IA  
May 2004 to May 2012

- Completed timely and accurate MDS and Care Plans.
- Completed resident assessments and notified physicians as needed.
- Administered medications and treatments as ordered.

### **Staff Nurse**

Mercy Hospital - Iowa City, IA  
June 2005 to April 2006

- Prepared patients for surgery and care for them after surgery.
- Administered medications and treatments as ordered by Providers.
- Administered blood products as ordered.
- Educated patients prior to returning home.

### **Certified Nursing Assistant**

Cedar Manor Nursing Home - Tipton, IA  
June 2000 to June 2004

- Provided care for residents to ensure their needs were met.
- Communicated with nurses any abnormalities or concerns with residents.
- Lead a team of CNA's on my neighborhood of about 20 residents.

### **Dietary Aide**

Cedar Manor Nursing Home - Tipton, IA  
December 1997 to June 2000

- Delivered meals to residents in a pleasant dining atmosphere.
- Assured proper diets were served.
- Maintained clean and attractive dining area.

## Education

---

### **Bachelor of Science in Health Administration**

Mount Mercy University - Cedar Rapids, IA  
May 2011

### **Associates of Science in Nursing**

Kirkwood Community College - Cedar Rapids, IA  
May 2005

## Skills

---

- Maintaining a resident-centered
- Maintaining high census and
- Being proactive and thinking facility that truly is their home assuring resident satisfaction outside of the box

- Managing budget while
- Employee recruitment and
- Time management and maintaining high quality retention goal-oriented
- MDS
- Nursing
- Hospice Care
- Medication Administration
- Case Management
- Supervising Experience
- Accounts Receivable
- Dementia Care
- Medical Records
- Healthcare Management
- Managed Care
- Management
- Accounting
- Nurse Management

## Certifications and Licenses

---

**CNA**

**RN License**

**CPR Certification**

**BLS Certification**

**AED Certification**

**Compact State Nurse License**