|  |  |  |
| --- | --- | --- |
| JILL MCCANN  |  | 1831 4th Ave Grinnell, IA 50112 (641)260-1105 jillmccann79@gmail.com  |
|  |  |
|

|  |  |  |
| --- | --- | --- |
| Dear Hiring Manager, I have been in health care for over 20 years, and a Licensed Practical nurse for 15 years. Due to a knee a recent knee injury I am no longer able to meet the physical requirements of floor nursing. I have worked in long-term care, been a triage nurse, a health and insurance coordinator. I also have call center experience. I am a quick study, detailed orientated, reliable, proficient in Microsoft Office, and Point Click Care and Centricity EMR programs. I am looking for an opportunity to continue to use my healthcare experience, and knowledge to make a difference. I appreciate your time in reviewing my attached resume. I hope to hear from you soon. Sincerely, Jill McCann  |  |   |

 |  |  |

Jill McCann

1831 4th Ave

Grinnell, Iowa 50112

641-260-1105

Jillmccann79@gmail.com

|  |  |  |
| --- | --- | --- |
| Experience: |  | Licensed Practical Nurse, Hospice of the Midwest. June 2021- PresentObtain V/S, medical history, assess patients and report abnormal findings to the case manager. Assist in care planning, and providing education for patients and their families. Perform any nursing duties under scope of practice of a LPN. Licensed Practical Nurse, Newton Clinic:December, 2018/ 2019 Oct 2020- July 2021 Obtained V/S and medical history from patients. Administer Sub Q and IM medications. Assist medical providers with in office procedures. Act as a liaison between patients, pharmacies and providers. Initiate referrals between patients and specialty clinics. Triage phone calls that come into the clinic. Complete prior authorizations. Customer Service Representative II, Jeld-Wen:September, 2017 – August 2018 and Sept 2019- Oct 2020 Assist in training new employees, developing a knowledge and understand of Jeld-Wen products, using Titan ordering program, and CEC. Address customer inquiries that come into the customer service department by phone, email, or fax, in a prompt manor. Communicate with the proper facility to address and bring resolution to customer issues. Update management on customer developments/issue. Use appropriate data systems to track contacts and inquiries.  LPN, Center Associates:April 2015-May 2017 Duties include: Rooming patients and obtaining vital signs, verifying patient's medical information, act as a liaison between providers and patients, ensure that patients questions and request are answered in a timely manner, and maintained the highest level of confidentiality. Health Unit Coordinator, Newton Village:May 2014- February 2015Duties include: General clerical duties, supervising nursing staff, addressing issues between staff, also resident’s concerns. I was responsible for inputting all new medical orders, admission information, and resident demographics. I was responsible for scheduling all nursing staff, order all supplies for the health care center, and assisted director of nursing and administrator. Insurance Coordinator/License Practical Nurse, St. Francis Manor:February 2009-October 2013Duties include: Inputting new medical orders, Insurance verification for residents receiving therapies, notifying residents and their families of any changes in therapies, assisting administrators with general office duties, and responsible for preparing and gather necessary paperwork for end of the month billing for patients receiving therapies. Worked as a floor LPN for the first 2 years of employment.  |

|  |
| --- |
| Education: Iowa Valley/ Marshalltown community CollegeObtained an Associates of Arts Degree in General Studies in 2013. Received an Academic Achievement award in May, 2013. Maintained a GPA of 3.0 or higher throughout my academic career.Iowa Valley/ Marshalltown community collegeLicensed Practical Nurse diploma, 2007Grinnell community High schoolDiploma in General Studies, 1997 |
| References: Marissa ShermanNewton Clinic 515-217-8335                                                                                                                                                                 Becky McDanielJeld- Wen641-325-1921    Carrie Holm Hospice of the Midwest712-210-2370                                                                              |