

Mary Sneed

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- 10+ years of experience as a Licensed Practical Nurse (LPN)
- 10+ years of Patient Education experience
- 10+ years of Condition Management experience
- 3+ years of Case Management experience
- Excel Proficiency: 83% - Basic (94%) Intermediate (75%) Advanced (50%)
- 45 WPM with 97.78% accuracy
- Local candidate who is available to interview and start immediately

Work Experience

Quality Care Manager

Imboden Creek Living Center - Decatur, IL

December 2020 to Present

Nurse Supervisor

Concordia Village - Springfield, IL

August 2019 to Present

Member care Coordinator

BCBS of Illinois

June 2019 to August 2019

- Conducts Home Health assessments.
- Provide information and education to members about their health programs.
- Follow up with members to ensure adherence to health program.
- Conduct check in with members to ensure proper implementation of care plan goals.
- Worked closely with Health Care Team.
- Maintained and updated patient medical records, handled medical billing and coding, scheduling, admissions, assessments, etc.

LPN

Lewis Memorial Christian Village

May 2013 to March 2019

Floor Nurse / Charge Nurse

Lewis Memorial Christian Village

May 2013 to March 2019

- Responsible for the basic care of patients which includes; giving medication and shots, lifting and stretching patients, transfer of care, setting up IVs, informing the patient of his condition and diagnosis, and providing emotional support through conversation and patient interaction.
- Provided patient education so the patients understand their condition and how the medications will improve their situation.

- Maintained and updated patient medical records, handled medical billing and coding, scheduling, admissions, assessments, etc.
- Leveraged Excel to update patient information into spreadsheets, add/delete rows or columns, etc.
- Leveraged Word to create letters, invitations, and other miscellaneous documents as needed.

MDS Coordinator

Lewis Memorial Christian Village

March 2017 to January 2018

- Oversaw and facilitated the resident/patient assessment process and assured the assessments were completed in an accurate and timely manner.
- Ensured compliance with Federal and State regulations.
- Provided patient education so the patients understand their condition and how the medications will improve their situation.
- Coordinated care plans as according to regulatory requirements.
- Ensured that important resources are made available to patients and that patient care is delivered effectively and to a satisfactory standard.
- Create the schedule for all Medicare and Medicaid.
- Remained updated on changes in Medicare coverage and helped determine documents needed for Medicaid reimbursement.
- Maintained and updated patient medical records, handled medical billing and coding, scheduling, admissions, assessments, etc.
- Leveraged Excel to update patient information into spreadsheets, add/delete rows or columns, etc.
- Leveraged Word to create letters, invitations, and other miscellaneous documents as needed.

Interim Nurse Manager

Lewis Memorial Christian Village

May 2016 to February 2017

- Developed day-to-day management and long-term planning of the patient care area.
- Directed and developed staff, collaborated with physicians and multidisciplinary professional staffs, and provided physical and psychological support for patients, friends, and families.
- Identified patient service requirements by establishing personal rapport with potential and actual patients and other persons in a position to understand service requirements.
- Maintained nursing staff by recruiting, selecting, orienting, and training nurses and auxiliary staff.
- Completed patient care requirements by scheduling and assigning nursing and staff; following up on work results.
- Maintained nursing staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.
- Promoted patient's independence by establishing patient care goals; teaching and counseling patient, friends, and family and reinforcing their understanding of disease, medications, and self-care skills.
- Provided information to patients and health care team by answering questions and requests.
- Provided patient education so the patients understand their condition and how the medications will improve their situation.
- Maintained safe and clean working environment by designing and implementing procedures, rules, and regulations; calling for assistance from other health care professionals.
- Protected patients and employees by developing and interpreting infection-control policies and protocols; enforcing medication administration, storage procedures, and controlled substance regulations.

- Maintained and updated patient medical records, handled medical billing and coding, scheduling, admissions, assessments, etc.
- Leveraged Excel to update patient information into spreadsheets, add/delete rows or columns, etc.
- Leveraged Word to create letters, invitations, and other miscellaneous documents as needed.
- Contributes to team effort by accomplishing related results as needed.

Education

LPN in Practical Nursing

Capital Area School of Practical Nursing

Skills

- Billing
- Coding
- Electronic medical records
- Icd
- Patient education
- Discharge planning
- Infection control
- Geriatric
- Medical records
- Excel
- Microsoft office
- Powerpoint
- Word
- Case management
- Recruitment
- Microsoft Excel
- Outlook
- Documentation
- Data Entry
- Customer Service
- Filing
- Organizational Skills
- Time Management
- Nursing
- Nurse Management
- Medication Administration
- Medical Coding
- MDS

- ICD-10

Certifications and Licenses

LPN

BLS Certification

Assessments

Nursing Skills: Clinical Judgment — Highly Proficient

April 2019

Assessing a patient's condition and implementing the appropriate medical intervention.

Full results: [Highly Proficient](#)

Supervisory Skills: Interpersonal Skills — Proficient

April 2019

Maintaining productive team relationships by identifying conflict and settling disputes.

Full results: [Proficient](#)

Medical Terminology — Highly Proficient

April 2019

Understanding and using medical terminology

Full results: [Highly Proficient](#)

Supervisory Skills: Directing Others — Highly Proficient

April 2019

Motivating others through feedback to identify improvements or corrective actions.

Full results: [Highly Proficient](#)

Supervisory Skills: Motivating & Assessing Employees — Expert

June 2020

Motivating others to achieve objectives and identifying improvements or corrective actions.

Full results: [Expert](#)

Nursing Skills: Clinical Judgment — Expert

July 2020

Assessing a patient's condition and implementing the appropriate medical intervention.

Full results: [Expert](#)

Case Management & Social Work — Highly Proficient

July 2020

Prioritizing case tasks, gathering information, and providing services without judgment.

Full results: [Highly Proficient](#)

Clinical Judgment — Highly Proficient

November 2020

Assessing a patient's condition and implementing the appropriate medical intervention
Full results: [Highly Proficient](#)

Patient-focused care — Expert

June 2021

Responding to patient concerns with sensitivity

Full results: [Expert](#)

Work style: Reliability — Expert

May 2021

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Expert](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

Skills:

- Microsoft Office (Excel, Word, PowerPoint)
- Medication administration
- Wound dressing and care
- Case management
- Patient education
- Discharge planning
- Rehabilitative care
- Infection control / Condition management
- Care Plan development
- Electronic Medical Records
- Injections
- ICD 10 coding
- Geriatric Care
- Supervision of staff, New employee recruitment
- Insurance/Billing Process
- Employee recruitment and orientation
- Patient assessment and planning f/u care including acute care
- Assessment and admission skills