**TONISHA SIMON**

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**LICENSED PRACTICAL NURSE**

Experienced nursing professional bringing demonstrated clinical expertise, leadership skills, and technical knowledge to the work environment. Proficient in providing top quality care in various setting such as: nursing home facilities, treatment centers and hospitals. Seeking to a position in a health care facility where I can utilize my nursing education and hands on training, as well as my interpersonal skills to provide the highest level of care.

**QUALIFICATIONS SUMMARY**

* **Customer Service** – Successfully identifies customer needs and provides effective solutions while giving quality service. Ability to work with all diverse individuals with background in clerical, educational services, healthcare and retail/merchandise
* **Reliable Team Member** – Worked effectively in an interdisciplinary team to provide quality patient care.
* **Highly Organized** - Expert in multi-tasking and prioritizing. Skillfully manages large projects
* **Computer/EMR Proficient**- Advanced experience: Word, Excel, PowerPoint; knowledge of medical terminology
* **Outstanding Data Entry skills** – Ability to work in a busy/fast-paced environment with quick and accurate typing skills. Successfully enters customer and account data alphabetically/numerically

**CLINICAL EXPERIENCE - STUDENT NURSING**

* Application of Nursing Process/Documentation
* Complete Bed baths
* Vital Signs, I&O, Blood Glucose
* Covid/Emergency Vaccination & Testing
* Medication administration (injections, eye drops, ear drops, PEG tube)
* Foley Catheter Care
* Tracheostomy care/suctioning

**PROFESSIONAL EXPERIENCE**

BeeperMD **LPN (Covid 19 coordinator)**  March. 2021 – Dec. 21

* Setting up and preparing the test site while accurately entering PHI and other health records
* Performing specific covid test based on patient needs: Rapid Antigen Tests, PCR and Flu/Strep
* Comply with all designated safety policies and procedures in the work area, including the use of applicable protective equipment when necessary to prevent exposure to potentially infectious agents
* Understand and comply with applicable federal, state and local laws and company policies
* Maintain all HIPAA standards, adhere to quality assurance procedures
* Participate in monthly training programs based on company needs for new software improvements

GoldenCare of Broward County **Clinical Review/Medical Coding** Jan. 2021– Present

* Performs pre-certification and/or authorization activities for all patients leaving hospital, SNF, treatment centers to determine eligibility through Medicare/Medicaid insurance billings and benefit coverages.
* Proficiently enters various data collection of insurance, ICD-10 codes, client clinical history, treatment plan, response to treatment, and medical equipment information into computer systems in a timely/accurate manner.
* Operates many administrative functions to include; medical record request, faxing and calls to members and providers as needed. Maintain organized, updated reporting of activities with clear documentation. Required to track, monitor and report on the status of records and volume of work.
* Maintains compliance with federal and state guidelines as well as contractual requirements as determined by line of business; this includes coordinating with the Medical Director to ensure requests are processed timely.
* Serves as a liaison between the Medical Director, physicians and office staff in resolving prior authorization questions, issues and problems, and communicates denial determinations to providers when indicated

Justkier Home Health **LPN (per-diem)** April. 2019 – Present

* Deliver in home services involving: Diabetic teaching, Insulin administration, wound dressing &care, gtube feedings with medications, assessment of vitals/body systems and ordering supplies.
* Evaluates patient /family needs in the preparation and executions of the interdisciplinary plan of care for each patient on the team and the effectiveness of treatments and monitors patients’ reactions.
* Educate the patient and family regarding the disease process, self-care techniques, and prevention strategies, and in meeting the patient’s nursing needs.
* Maintains knowledge of competencies related to the nursing profession by participating in educational programs, continued education units, internal learning management skills and skill evaluations.

CVS Pharmacy **Pharmacy Technician** Jan.2016 – April 2019

* Researched and resolved dosage/drug conflicts(pediatric/geriatric), potentially harmful drug interactions, insurance issues and other matters to ensure patient safety and wellness
* Assisted the pharmacist with medication preparations, insurance claims, inventory/order management and customer service
* Swiftly and accurately calculated dosages, dispense medications, prepare medications and fill for pharmacist approval
* Efficiently answered multiple high-volume phone calls from doctors, nurses, insurance companies, and other pharmacy corporations

Unicare Home Care **Caregiver – mental disability**  Sept. 2015–Jan.2016

* Provided full supervision and assisted care to up to 5 residents living in a private group home facility
* Delivered basic skills such as feeding, bathing, recording vital signs, measuring I&O, neurological changes and wound and other skin treatments
* Enforced safety, rights, dignity, and comfort through patient care duties involving personal/hair care, transportation, and transferring and incontinent care procedures
* Guided patients to become more independent encourage growth and overcome difficulties through care & skill-based tasks

PhysAssist/MRH **Medical Transcriptionist**  Jan. 2015–Aug. 2015

* Ability to accurately and timely chart all patient encounters, involving patient history, physical exams, diagnostic findings, lab and test results, consultations with other providers, emergency department treatment course, diagnoses, discharge instructions and prescriptions.
* Ability to comply with all hospital procedures involving patient information under EPPA/HIPPA policies.
* Ability to problem solve under pressure and multitask using various computer projects.
* Ability to work in a dynamic, highly-stressful environment that routinely involves exposure to highly-sensitive personal medical issue

Caring People HC Inc. **Caregiver - Various clients** Aug.2013–Dec.2015

* Aided in-home childcare/geriatric services while managing schedule changes and light house keeping
* Assisted with medical administration, routine doctor visits and food preparation for entire family
* Provided educational therapy: playtime, tv time, reading books, homework assistance, etc.
* Managed schedules, appointments, meal plans, medication records/refills and filing personal patient records
* Effectively assisted residents with daily needs/activities such as: personal care, companionship, nutrition (meal preparations), lifts/transfers, etc

**EDUCATION**

Atlantic Technical **Licensed Practical Nursing** Aug. June 2018

Licensed: Dec.2018

Florida Board of Pharmacy **Registered Pharmacy Technician** Dec. 2018

American Heart Association **BLS/CPR certification** Feb. 2018

Updated Feb. 2020