

Sara McAnulty

Marshalltown, IA

-Email me on Indeed: <http://www.indeed.com/r/Sara-McAnulty/6c37a91f256e68c4>

Committed and motivated Licensed Practical Nurse with exceptional customer service and decision making skills. Strong work ethic, professional demeanor and great initiative. Proficient at quickly learning new procedures and taking ownership of diverse projects.

Authorized to work in the US for any employer

Work Experience

LPN Charge Nurse/MDS Nursing Coordinator

Grandview Heights Rehab and Healthcare - Marshalltown, IA
January 2022 to Present

- Over see team members providing care to our residents
- Communicate with outside doctors and families
- Provide wound care, medication administration and other treatments as ordered
- Transcribing doctors orders and inputting into our electronic medical record's system
- Daily head to toe assessments of our skilled and non skilled residents
- Obtain blood draws as ordered by the physician

MDS Coordinator

Grandview Heights Rehab and Healthcare - Marshalltown, IA
January 2022 to Present

LPN Heath Occupation

JBS - Marshalltown, IA
February 2021 to December 2021

Treat employees with basic first aide care and at times deal with more life threatening injuries. Documentation to send to either their doctor appointment or to the hospital. And preform Monthly hearing text.

REGISTRAR

UnityPoint
November 2017 to January 2021

UNITYPOINT HEALTH

Gathering and reviewing healthcare information. Processing and accurately handling payments and submitting billing to insurance companies. Maintain strict confidentiality with personal healthcare information.

LPN CHARGE NURSE

Grandview Heights Rehab and Healthcare - Marshalltown, IA
November 2000 to August 2017

GRANDVIEW HEIGHTS

Assist patients with activities of daily living needs. Provide comfort, transportation and vital sign monitoring. Passed medications and treatments per physician's orders, state and federal guidelines and facility protocol. Responsible for carrying out the nursing process in a long term and skilled nursing facility to adult patients. Provide safe individualized nursing care including all aspects of direct patient care, treatments and procedures.

Education

Associate in Licensed Practical Nursing

MARSHALLTOWN COMMUNITY COLLEGE

August 2003

High school diploma in General Studies

Marshalltown High School - Marshalltown, IA

August 1997 to 2000

Skills

- Billing (5 years)
- Medical billing (5 years)
- Data entry (10+ years)
- Filing (10+ years)
- Client relations (10+ years)
- Internal communications (10+ years)
- Workflow (10+ years)
- Documentation (10+ years)
- Clerical (10+ years)
- Epic (2 years)
- Medical Records (3 years)
- Scheduling (10+ years)
- Word (10+ years)
- Management (10+ years)
- Microsoft Excel
- EMR
- Outlook (3 years)
- Receptionist (5 years)
- Excel
- Money Handling (3 years)
- Administrative Experience (5 years)
- Outlook
- Microsoft Office
- Administrative Assistant (3 years)

- Customer Service (10+ years)
- Insurance Verification
- Patient Care
- Medical Office Experience
- Nursing
- Medication Administration
- Vital Signs
- Transcription
- Phlebotomy
- Hospital Experience
- Anatomy Knowledge
- Medical Terminology
- Employee Orientation
- Venipuncture
- Quality Assurance
- Laboratory Experience
- Experience Administering Injections
- Triage
- Office Management
- ICD-10
- Computer Operation
- Supervising Experience
- Phone Etiquette
- Case Management
- Negotiation
- Sales

Certifications and Licenses

LPN

LVN

BLS Certification

AED Certification

CPR Certification

Assessments

Customer Focus & Orientation — Highly Proficient

November 2019

Responding to customer situations with sensitivity.

Full results: [Highly Proficient](#)

Electronic Health Records: Best Practices — Highly Proficient

August 2019

Knowledge of EMR data, associated privacy regulations, and best practices for EMR use.

Full results: [Highly Proficient](#)

Verbal Communication — Highly Proficient

August 2019

Speaking clearly, correctly, and concisely

Full results: [Highly Proficient](#)

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

Additional Information

SKILLS

- Documentation
- Customer and client relations
- Medical billing
- Workflow planning
- Personable and outgoing

- Documents filing
- Customer-service oriented
- Data entry
- Internal communications
- Proper payment verification