

# Amber Collins

Clinton, MO 64735

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Hard-working, self directed nurse desiring a PRN position where I can balance my work/family life.

Authorized to work in the US for any employer

## Work Experience

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### **Case Manager/RN Circulator**

Golden Valley Memorial Hospital - Clinton, MO

August 2020 to Present

- Complete care for all surgical patients, elective and emergent
- Ages 1 - death
- Circulator in the OR for the scrub tech, surgeon, and CRNA's
- Complete chart review from start of surgical procedure through end of case for each patient
- Complete case management of all patients in a specific territory for home health

### **Urgent Care RN**

Children's Mercy Hospital Urgent Care - Independence, MO

January 2019 to August 2020

- Full care of all Urgent Care patients
- Birth - 18 years of age
- Resource RN for all patients that present to the Urgent Care
- Chart documentation for each patient
- Telehealth for all pediatric patients that called in for Pediatric Virtual Care
- Had to change career paths due to Covid-19, furloughs, and part time hours

### **ED RN**

Bates County Memorial Hospital - Butler, MO

July 2017 to August 2020

- Full care of all ED patients in a rural 11 bed emergency room
- Pediatric - adult patient care
- Triage/emergency care of all patients that present to the Emergency Department
- Chart documentation for each patient
- CPR class teacher for local high school seniors
- Worked with this hospital full time for a year and a half, then continued as a PRN nurse for another year and a half until Covid-19 began

### **School Nurse**

Rich Hill R-IV School District - Rich Hill, MO

August 2016 to July 2017

- Day to day care of K-12 grade students

- Monthly head checks
- Certified AHA CPR instructor to teach all high school seniors
- Performs various monthly screenings for K-12 grade students
- Implementation of new screenings for the children
- Grant application submissions and awards for greater access to life saving medications for students
- Additional donations sought after for numerous supplies for extended support of the students
- New measures implemented for privacy of each student
- Left community nursing for a different avenue with my RN for better benefits

### **Patient Care Associate**

Mercy Hospital - Joplin, MO

July 2015 to April 2016

- Implemented patient care for up to 12 patients per team
- Full assessment of all patients
- Provided additional assistance to staff nurses
- Maintained patient charts and confidential files
- Communicated effectively to staff nurses and physicians
- Once I graduated with my RN, I continued on with a job closer to home

### **Bookkeeper**

Champlin Trucking LLC - Rich Hill, MO

September 2012 to January 2014

- Accounts payable/accounts receivable
- Inventory purchasing
- Managed financial bookkeeping for the company using QuickBooks
- Decided to go to college for my RN degree. At this point the owner wanted someone full time and so my position was replaced.

### **Medical Insurance Biller/OB Counselor/Medical Assistant**

Golden Valley Medical - Clinton, MO

January 2009 to August 2011

- Counseled all obstetrical patients for six delivering doctors
- Insurance claims, Medicare, Medicaid, private insurance, including appeals and denial claims
- Perform accounts payable duties
- Workman compensation duties
- Administrative assistant to the clinic COO as needed
- Assisted physicians as needed in their private practices
- Due to numerous changes in my personal life through a divorce, this was no longer a good fit for me
- Team player with strong verbal and written skills
- Ability to work efficiently as a team or individually

## Education

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### **Bachelor of Science in Nursing**

Missouri Southern State University - Joplin, MO

May 2016

## **Associates of Science in Business Administration**

National American University - Kansas City, MO

June 2006

American Academy of Professional Coders - Kansas City, MO

## **License in Nursing**

State Board

### Skills

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- CPT coding
- Medicare
- Case management
- Critical care experience
- Medical billing
- ICD-10
- EMR systems
- Triage
- Nursing
- Medication administration
- Basic IV
- Crisis intervention
- Anatomy knowledge
- Hospital experience
- Epic
- ICD-9
- Medical coding
- Medical Records
- Vital Signs
- Experience Administering Injections
- HIPAA
- Insurance Verification
- Patient Care
- Computer Operation
- Chart review (5 years)
- RN (5 years)

### Languages

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- English - Expert

## Certifications and Licenses

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### **BLS Certification**

**RN**

### **ACLS Certification**

### **AHA Certification**

### **CPR Certification**

## Assessments

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### **Advanced attention to detail — Expert**

August 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Expert](#)

### **Senior administrative assistant/receptionist — Highly Proficient**

August 2021

Using advanced scheduling and organizational skills in an office setting

Full results: [Highly Proficient](#)

### **Patient-focused care — Proficient**

November 2021

Responding to patient concerns with sensitivity

Full results: [Proficient](#)

### **Medical billing — Highly Proficient**

December 2021

Understanding the procedures and forms used for medical billing

Full results: [Highly Proficient](#)

### **Work motivation — Expert**

June 2021

Level of motivation and discipline applied toward work

Full results: [Expert](#)

### **Work style: Reliability — Highly Proficient**

August 2021

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

Full results: [Highly Proficient](#)

### **Protecting patient privacy — Expert**

December 2021

Understanding privacy rules and regulations associated with patient records  
Full results: [Expert](#)

### **Verbal communication — Highly Proficient**

June 2021

Speaking clearly, correctly, and concisely  
Full results: [Highly Proficient](#)

### **Medical terminology — Highly Proficient**

November 2021

Understanding and using medical terminology  
Full results: [Highly Proficient](#)

### **Attention to detail — Highly Proficient**

September 2021

Identifying differences in materials, following instructions, and detecting details among distracting information  
Full results: [Highly Proficient](#)

### **Administrative assistant/receptionist — Expert**

August 2021

Using basic scheduling and organizational skills in an office setting  
Full results: [Expert](#)

### **Work style: Conscientiousness — Highly Proficient**

August 2021

Tendency to be well-organized, rule-abiding, and hard-working  
Full results: [Highly Proficient](#)

### **Clinical judgment — Highly Proficient**

August 2021

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

### **Case management & social work — Highly Proficient**

August 2021

Determining client needs, providing support resources, and collaborating with clients and multidisciplinary teams  
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.