

Elizabeth Minnis

Higginsville, MO 64037

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Registered nurse with excellent communication and customer service skills. Team player who is adaptable to changing work conditions.

Work Experience

Registered Nurse, Emergency Department

Saint Luke's East Hospital - Lees Summit, MO

August 2021 to Present

- Performs triage and assigns patient according to level of care.
- Collects current information on symptoms and detailed history.
- Coordinates with health care team members to assess, plan, implement and evaluate patient care plans.
- Records current vital signs.
- Manages basic life support needs and stabilizes patients until the attending physician is available, based upon nursing standards and protocol.
- Works directly under physicians, assisting them with exams, diagnostic testing and treatments.
- Prepares and administers (orally, subcutaneously, intramuscular, and IV) prescribed medications.
- Reports adverse reactions to medications or treatments to physician.

Staff Nurse, RN Medical Surgical

Lafayette Regional Health Center - Lexington, MO

July 2020 to April 2021

Patient centered care. Patient assessment, care planning, IV therapy, medication administration, interdisciplinary communication, therapeutic communication, safety management, electronic medical records, documentation, inter professional teamwork.

Staff Nurse LPN Medical Surgical

LAFFAYETTE REGIONAL HEALTH CENTER

November 2019 to July 2020

Patient care including assessment, medication administration, intravenous fluid maintenance, education reinforcement, maintaining safe and effective care, monitor and document patient progress, vitals, and symptoms, communicate and work with interprofessional team to develop and follow plan of care.

Patient Account Representative

PATIENT ACCOUNTS, FAMILY PRACTICE OF CENTRAL MISSOURI

September 2016 to November 2017

Answered customer billing questions, maintained strict patient confidentiality, corrected coding and ICD-10 errors, verified completed procedures, submitted claims to insurance, completed interim of Medicaid managed care plans, completed daily deposits.

Certified Pharmacy Technician

WALMART

October 2011 to September 2016

Precisely completed prescription entry, managed a multi-line phone system, greeted all patients, verified patients' eligibility and claims status with insurance agencies, maintained strict patient confidentiality, interacted with providers and other medical professionals regarding prior authorizations, documentation policies, and regulations, submitted electronic claims, correctly completed pharmacy paperwork, including daily and weekly reports, performed drug inventory, purchasing, and receiving. Tasked with learning new programs and teaching to fellow employees. In charge of inventory, return, and disposal of expired medications.

Customer Service Manager

WALMART

August 2007 to October 2011

Scheduled employee breaks, handled customer complaints, maintained and balanced registers, trained employees, interviewed new employees.

Education

Associate in NURSING

PROGRAM NORTH CENTRAL MISSOURI COLLEGE

August 2019 to May 2020

High school diploma

SWEET SPRINGS HIGH SCHOOL - Sweet Springs, MO

May 2006

Nursing Licenses

RN

State: MO

Skills

- EMR Systems
- Pharmacy Technician Experience
- ICD-10
- Nursing
- Medical Records
- Hospital Experience
- Medical Terminology
- Medication Administration
- Medical Billing
- Patient Care

- Vital Signs
- Triage
- Critical Care Experience

Certifications and Licenses

Basic Life Support (BLS)

July 2020 to July 2022

Advanced Cardiovascular Life Support (ACLS)

July 2020 to July 2022

Pediatric Advanced Life Support (PALS)

December 2021 to December 2023

Trauma Nurse Core Course (TNCC)

April 2022 to April 2026