

# Malinda French

Warrenton, VA 20187

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Registered Nurse with 4.5 years of experience, strong interpersonal skills, and good decision-making skills with medical issues. Ability to maintain HIPAA and work independently. Strong Background in long-term care from pediatrics to geriatrics in a high-volume setting.

## Work Experience

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### **Home Health Director**

Ready Hands/Care Advantage - Alexandria, VA

November 2020 to Present

- Provide assessments for clients in need of personal care services
- Facilitate services with Family and clients
- Following up with vaccine clinics
- Initiate and process cases needs and care plans of clients and staff with caregivers
- Recruit and screen nurses for employment opportunities.
- Assist in screening resumes and moving candidates through the hiring process
- Demonstrates up to date expertise and applies these to ensure smooth execution of action plans
- Planning and organizing needed supervisory visits every 30-60 days, prioritizing time.
- Manage all caregivers notes and activities
- Ensure each clients needs are being met by caregiver as well as agency
- Supervise all caregivers
- Assess and triage any client needs

### **RN Case Manager**

Five Star Home Health Care

September 2019 to November 2020

- Provide assessments for clients in need of personal care services
- Initiate and process cases needs of clients and staff with caregivers
- Recruit and screen caregivers for employment opportunities.
- Assist in screening resumes and moving candidates through the hiring process
- Demonstrates up to date expertise and applies these to ensure smooth execution of action plans
- Planning and organizing needed supervisory visits every 30-60 days, prioritizing time.
- Manage all caregivers notes and activities
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- Supervise all caregivers
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### **Care Coordinator/RN**

Lifetime Family Medicine

August 2016 to August 2019

- Initiate and process referrals and prior authorization requests for specialty care, medications, radiology tests, procedures, etc.
- Forwarding patient records to referred specialists/care centers.
- Verifying benefits, reviewing with patient and scheduling patients for procedures such as IUD insertion/removal, pre-op exams, Prolia injections, and Home Sleep Studies.
- Contacting specialists to track outstanding referral consultation and notes,
- Reviewing patient charts to ensure f/u requirements are met.
- Back up dispensary/pharmacy as needed.
- Perform related duties as assigned by supervisor.
- First line Triage nurse.

### **Communications Specialist/RN**

WRB Communications, Inc

January 2016 to July 2016

- Responds to inbound medical inquiries from consumers and health care professionals concerning client product(s) as defined by the program's scope of work
- Recognizes and handles Adverse Events/Product Complaints as outlined in the program operating procedures
- Refers non-scripted inquiries appropriately to designated specialists, supervisors, or manager
- Documents each call in the program database
- Adheres to program standard operating procedures and client requirements for all support-related activities

### **Options Senior America Home Health Aide**

Home Health

October 2013 to January 2016

- Provide care for disabled/elderly clients
- Promote, teach, and help maintain client's independence
- Provide companionship and supervision

## Education

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### **Associate of Applied Science in Nursing**

ECPI University - Manassas, VA

June 2015

## Skills

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- Seeks out challenges
- Skilled in pediatric, adult and geriatric intakes and assessments.
- Abide HIPPA standards
- Provide safe care
- Communication and interpersonal skills
- Creative problem-solving skills
- Initiate and process referrals

- Knowledge of ICD-10 codes and CPT codes
- Medication management
- Initiate prior authorizations for radiology and medications
- Data Entry
- Case work and coordination
- Microsoft Word 70-75 WPM
- EMR Systems
- Nursing
- Medical Records
- Experience Administering Injections
- Triage
- Medical Office Experience
- Medical Scheduling

## Certifications and Licenses

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### **RN License**