

Melissa Callahan

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QUALIFICATIONS SUMMARY

Employment experience includes a variety of work environments, which has enabled me to accumulate a multitude of skills and patient populations that would benefit your establishment and mission.

EDUCATION

2020 Bachelor of Science in Nursing, Resurrection University, Chicago, IL

2019 Nursing Prerequisites, City Colleges of Chicago, Chicago, IL 2016-2018

CERTIFICATIONS

2021 BLS Certification

CLINICAL EXPERIENCE

Advantage Surgical Center

01/2022-Present

- Assess patient vital signs
- Conduct hemoglobin labs
- Conduct Rh test and evaluate
- Perform pregnancy testing
- Assist with ultrasounds
- Conduct OR timeout
- Prepare OR; meds, room setup
- Start IVs
- Monitor vitals during surgical procedures
- Assess patients post op
- Discharge IVs
- Take vitals and assess for complications
- Conduct medication reconciliation
- Provide home care patient education

Elgin Mental Health Center (IL DHS)

01/2022-Present

- Screen employees and visitors for covid-19 symptoms
- Perform antigen and PCR testing
- Record test results and report as required per facility protocol
- Prepare PPE supplies
- Conduct N95 mask fit testing

Verve College

03/2021-09/2021

- Provide skill instruction to LPN students
- Evaluate student skills demonstration
- Provide education on lab values and medications
- Provide instruction on development of care plans
- Evaluate care plans

- Grade written assignments
- Document student's attendance and clinical performance

City of Chicago Department of Public Health

04/2021-07/2021

- Conducted intake process for Covid-19 positive and/or exposed individuals
- Planned for discharge of clients
- Assessed client symptoms and provided physical assessment as necessary
- Consulted with on-call physicians
- Charted client symptom monitoring via Redcap

Advocate Illinois Masonic Vaccine Clinic

02/2021-07/2021

- Provide orientation to new vaccinators
- Observe injection administration of new vaccinators
- Train new vaccinators on charting/documentation
- Administer Covid-19 vaccines
- Observe patients post vaccine administration
- Provide patient education related to vaccine
- Assess patients for reactions to vaccine

ADMINISTRATIVE EMPLOYMENT HISTORY

Executive Director - Patient Advocacy & Consulting, LLC Chicago, Illinois

06/2015-07/2016

- Provide consultations to patients pursuing health insurance appeals
- Prepare and submit health insurance appeals
- Review plan benefit documents such as Summary Plan Descriptions, Certificates of Coverage
- Develop educational materials related to the appeals process for members for print & website
- Develop training materials for nurses within patient hubs
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Insurance Assistance Program Director - The MAGIC Foundation, Oak Park, Illinois

03/2013-05/2015

- Provided guidance and advice to members pursuing health insurance appeals
- Reviewed plan benefit documents such as Summary Plan Descriptions, Certificates of Coverage
- Prepared annual reports of Insurance Assistance Program & success rate
- Developed educational materials related to the appeals process for members for print & website
- Provided presentations on appeals process

Insurance Assistance Program Division Administrator - The MAGIC Foundation, Oak Park, IL

05/2011-05/2013

- Analyzed health insurance adverse determination letters and communications
- Wrote appeals
- Provided intake of new clients that required insurance assistance
- Identified, tracked and adhered to appeal deadlines
- Analyzed relevant medical records and documentation from providers
- Provided communication with clients and education related to appeals process
- Researched laws related to appeals and medical necessity
- Provided representation in state fair hearings