

Kathleen Duffy

Introduction

Madison, WI

-Email me on Indeed: <http://www.indeed.com/r/Kathleen-Duffy/b68ab0bf01f243d5>

During my many years in nursing I was able to have multiple positions that used my nursing skills in many areas of health care including direct patient care, auditing for State of Wisconsin Medicaid Program, prior authorization, teaching at adjunct level, reviewing high dollar amount claims for private insurance .

The gaps in my work is due to trying to retire.

I am looking to return to the workforce as I feel I have a lot to offer.

Authorized to work in the US for any employer

Work Experience

LPN (Licensed Practical Nurse)

Villa Healthcare - Madison, WI

February 2020 to June 2020

Night shift charge nurse. Supervise CNA's. Care plans, orders, treatments, assessments, medications

LPN (Licensed Practical Nurse)

Coventry Village - Madison, WI

April 2019 to November 2019

Oversee day to day cares given by RA's. Call physicians and update on their residents. Do care plans, admissions, act as liaison for families.

medication passing when needed. Do admissions, update care plans. Write initial care plans. Patient assessment.

LPN Resident Care Coordinater

Artisan - Middleton, WI

August 2018 to January 2019

Supervise staff, monitor resident conditions, participate in care conferences, pass medication, notify doctors of medications , work as liaison between families, charting, and duties as assigned !

LPN Nurse Manager

Artisan Assisted Living & Memory Care - Middleton, WI

December 2017 to May 2018

Manage Resident Assistants, assess residents, do all updates to care plans, Mars reviews , treatments, respond to family concerns, work with doctors, make appointments.

LPN Staff Nurse

KARMENTA CENTER - Madison, WI

June 2016 to December 2017

Pass medications, treatments, obtain orders, charting, supervise CNA's , resident care plan updates.

Intake Coordinator

Ministry Home Care Infusion - Marshfield, WI
April 2016 to May 2016

Verify Insurance, Registration of new clients. Duties as assigned.

LPN, Claims Review

WPS Health Solutions - Madison, WI
July 2013 to January 2016

Review high dollar claims for payment, send out claims for outside review.

Contracted LPN For HP Enterprise

HP Enterprises - Madison, WI
February 2010 to June 2013

Audit providers for Wisconsin Medicaid Programs. Prepare documents for cases after reviewing claims .

LPN (Licensed Practical Nurse)

Marshfield Clinic Health System - Wausau, WI
November 1987 to February 2010

Worked as nurse in Family Practice. Roomed patients, medical history, vital, medications, triage patients, referrals, pharmacy calls, charting, and assisted with minor surgery. Also, set up automatic refill system for patients on monthly drugs for ADHD and related issues. Worked on the Triage team when doctor was out of office.

Education

Practical Nursing in Practical Nursing

Madison Area Technical College - Madison, WI
September 1968 to June 1969

Some college

Skills

- LPN
- Computer skills. (10+ years)
- LVN
- Staff Nurse
- Pediatrics
- HIPAA
- Archival Standards
- EMR Systems
- Medication Administration
- Experience Administering Injections
- Nurse Management

- Tube Feeding
- Memory Care
- Critical Care Experience
- Triage
- Vital Signs
- Medical Office Experience
- Supervising Experience but (10+ years)
- Hospital Experience
- Medical Records
- Patient Care
- Managed Care
- Management
- Nursing
- Behavioral Health
- Home Care
- Medical Billing
- ICD-10
- Employee Orientation
- CPT Coding
- Medical Coding
- Transcription
- Caregiving
- Phone Etiquette
- ICD-9
- Insurance Verification
- Quality Assurance
- Anatomy Knowledge
- Medical Terminology
- Word processing
- Typing
- Auditing
- English
- Office experience
- Microsoft Word
- Customer service
- Administrative experience
- Front desk
- Process improvement
- Microsoft Office
- Acute care

- Hospice care
- Leadership
- Medical scheduling
- Microsoft Excel
- Documentation review
- Assisted living
- Clerical Experience
- Care Plans
- Organizational Skills

Certifications and Licenses

LPN

Basic Life Support (BLS)

August 2021 to August 2023

LVN

AED Certification

May 2022 to May 2024

CPR Certification

May 2022 to May 2024

BLS Certification

May 2022 to May 2024

Assessments

Nursing Skills: Patient Focus & Orientation — Expert

January 2020

Addressing concerns and using sensitivity when responding to needs and feelings of patients

Full results: [Expert](#)

Nursing Skills: Clinical Judgment — Proficient

January 2020

Assessing a patient's condition and implementing the appropriate medical intervention.

Full results: [Proficient](#)

Electronic Health Records: Best Practices — Highly Proficient

January 2020

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

Full results: [Highly Proficient](#)

Call Center Customer Service — Proficient

July 2020

Applying customer service skills in a call center setting.
Full results: [Proficient](#)

Verbal Communication — Highly Proficient

July 2020

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

Medical Terminology — Proficient

July 2020

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

Written Communication — Proficient

July 2020

Best practices for writing, including grammar, style, clarity, and brevity.
Full results: [Proficient](#)

Customer Focus & Orientation — Highly Proficient

October 2020

Responding to customer situations with sensitivity
Full results: [Highly Proficient](#)

Clinical Judgment — Proficient

September 2020

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

Electronic Health Records: Best Practices — Proficient

July 2020

Knowledge of EHR data, associated privacy regulations, and best practices for EHR use
Full results: [Proficient](#)

Patient-Focused Care — Expert

January 2020

Addressing concerns and using sensitivity when responding to needs and feelings of patients
Full results: [Expert](#)

Work Style: Reliability — Completed

October 2020

Tendency to be dependable and come to work
Full results: [Completed](#)

Work style: Reliability — Completed

October 2020

Tendency to be dependable and come to work
Full results: [Completed](#)

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

Additional Information

Prior to moving to Wausau Wisconsin I worked for EDS when they were the Fiscal Agent for the Wisconsin State Medicaid Program. During my time at EDS I was the Team Lead in the Prior Authorization Unit along with other positions.