



Elizabeth A. Acevedo, RN

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Profile

Associates Degree of Nursing Graduate with emergency department experience and limited ICU experience, cross-functional expertise in all personal injury, medical malpractice and wrongful death claims, many types of insurance claims, medical billing, budgeting, financial analysis, mediation, risk management, and employee management. Healthcare surveyor with cross-functional experience in healthcare surveying in the facility, community and home-settings to ensure compliance with law and regulations.

Experience

06/20/2020-
Present

REHOBOTH MCKINLEY CHRISTIAN HOSPITAL

1901 Red Rock Drive, Gallup, NM 87301

(505) 863-7000

Registered Nurse

Triage and provide patient care in order of urgency, maintain accurate recording of vital signs, administer medication prescribed by physicians, record patient's symptoms, inform physician of both stable and unstable trends, assist with medical procedures, provide education and support to patients and their families. Respond to codes in other areas of the facilities. Remain calm and act quickly in urgent situations and work with and communicate with the interdisciplinary care team of the patients and facilitate transfer of patients inhouse and to other facilities as their condition warrants. Also, some limited cross training in the ICU setting. Assist management in drafting SBARs on behalf of emergency department. On average I work 50-60 hours per week.

06/2012-
09/2014

STATE OF NEW MEXICO DEPARTMENT OF HEALTH & HUMAN SERVICES INCIDENT MANAGEMENT BUREAU

5301 Central Ave NE, Ste. 400, Albuquerque, NM 87108

(505) 259-4314

Health Care Surveyor

Investigate allegations of abuse, neglect or exploitation involving adults with intellectual and developmental disabilities who are served by home and community-based providers under the Medicaid Developmental Disabilities Waiver, the Mi Via (self-directed) Waiver and the Medically Fragile Waiver. Conduct interviews of victims and witnesses, including healthcare providers to ensure health and safety of alleged victim during investigation, review documentation, obtain 9-2008- 6-2012 9-2007 - 9-2008 2-2002- 9-2007 12-1996- 2-2002 5-1996 - 12-1996 professional consultations and write detailed investigative reports while providing service to the individual, direct care staff,

guardians and Department of Health Developmental Disabilities Supports Division. Enjoin all necessary parties if the situation requires immediate intervention.

9/2008-
6/2012

BARBER & BORG, LLC

P.O. Box 4690, Yatahey, NM 87375

(505) 905-5000

Lead Paralegal

Provide legal support to attorney and other legal staff focusing primarily in the areas of personal injury, medical malpractice, and wrongful death, and also prepare probates, guardianships, and seek court approval of minor settlements. Prepare medical summaries with accredited resources to establish liability and create chronologies for case consideration, litigation and settlement purposes.

09/2007-
09/2008

ROBERT W. IONTA, ESQ.

P.O. Box 1059, Gallup, NM 87301

(505) 863-4438

Lead Paralegal and Office Manager

Provide legal support to attorney focusing primarily in the areas of divorce, child custody, child support, real estate matters, and other miscellaneous business litigation. Served in the capacity of office manager overseeing other paralegals, secretaries and receptionists.

02/2002-
09/2007

KEELER & KEELER, LLP

108 E. Aztec Ave., Gallup, NM 87301

(505) 722-5608

Lead Paralegal and Office Manager

Provide legal support to attorneys and other legal staff focusing primarily in the areas of personal injury, medical malpractice, and also probate, guardianships, and court approval of minor settlements. Prepare legal documents including pleadings, discovery, appeals, tort claim notices in tribal court, state court, and federal court jurisdictions. Draft correspondence, declination letters, requests for lien reductions, settlement proposals, accountings of settlement proceeds, and other correspondence, memoranda and email. Met with and interviewed clients, attorneys, insurance adjusters, medical professionals, governmental officers, financial investors, expert witnesses and lay witnesses. Ensured medical bills submitted to private and public health insurance companies and pools for payments and payments issued to each accordingly at the time of settlement and balances negotiated when necessary. Gather and analyze research data, such as statutes, prior case law, legal articles and codes. Investigate facts and case law to determine causes of action and to prepare cases. Prepare medical summaries with accredited resources to establish liability and create chronologies for case consideration, litigation and settlement purposes.

12/1996-
02/2002

ROSENFELT & BUFFINGTON, P.A.

405 S. Second St., Gallup, NM 87301

(505) 863-2400

Paralegal and Office Manager

Provide legal support to attorneys and other legal staff focusing primarily in the areas of personal injury as more particularly set forth above.

Skills

Successful completion of associates level of nursing. One year experience in emergency department which also serves as an accredited stroke center. Limited cross training in the ICU. Secretarial skills, type 70-80 wpm, computer knowledgeable. Dependable and confidential. Able to adopt, design and improve procedures to meet changes, able to work without supervision, able to work to meet deadlines while handling multiple projects. Sufficiently able to provide information to interdisciplinary team by telephone, in written form, e-mail, or in person. Information processing such as compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data. Developing constructive and cooperative working relationships with others and maintaining them over time. Transcribing, recording, storing, or maintaining information in written or electronic form. Able to analyze information and evaluate results to choose the best solution. Able to conduct field investigations, site inspections and conduct investigative interviews and apply critical thinking during investigative processes to ensure safe delivery of patient care and maintain professionalism.

Education

1996 Gallup High School Graduate (26th in class of 320)
Paralegal Certificate, Eastern New Mexico University
July, 2005 - AAS, University Studies - University of New Mexico
July 2002 - Bachelors of University Studies - University of New Mexico
 Focuses: Political Science and Native American Studies
May 16, 2020 – ADN, Associates Degree in Nursing. Cumulative GPA of 3.84

Licensure

NM Board of Nursing – License No. 60822

References

Jennifer DiCecco, NP, Hospitalist, Rehoboth McKinley Christian Healthcare Services, 1901 Red Rock Drive, Gallup, NM 87301, 205-396-6992
Kimberly Brown, RN, Rehoboth McKinley Christian Healthcare Services, 1901 Red Rock Drive, Gallup, NM 87301, 505-697-7540
Teri Joe Crocker, RN, Rehoboth McKinley Christian Healthcare Services, 1901 Red Rock Drive, Gallup, NM , cjay5404@gmail.com, 928-514-7962