

Sheronda Smith

Columbia, SC 29223

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2 To obtain a position that utilizes my skills and knowledge as a Registered Nurse.

Authorized to work in the US for any employer

Work Experience

MDS Coordinator

LUTHERAN HOMES OF SC - Columbia, SC

October 2019 to Present

Responsible for the clinical and financial management of all Medicare A and Managed Care residents, to include pre-admission screening, appropriate assignment of residents within the Payment Driven Payment Model (PPM), coordination of therapy, and nursing needs for each resident. Responsible for coordinating the completion of the required PPM 5 Day assessment, Interim Payment Assessments (IPA), any OBRA assessments and the development of the interdisciplinary care plan based on those assessments. Review the medical record promptly to clarify medical diagnoses and treatments, assessing the resident's care and capturing it with the correct ICD-10-CM codes. Electronically transmit MDS data to the state in accordance with regulation and facility standards, policies and procedures.

Assist in the maintenance of appropriate nursing policies and procedures in order to comply with accepted nursing practice and federal, state and local regulations. Provide oversight of the day to day charting, to ensure quality documentation of daily skilled services provided. Provide in-servicing and education necessary to enhance the knowledge and abilities of the staff to ensure quality care. Monitor and analyze Casper Reports/Quality Measures to ensure accuracy of MDS assessments, resident status, and care planning as well as a means to identify areas for Performance Improvement.

Assure competency of all staff members involved in the RAI process and educate the IDT. Participate in Resident Care Plan Conferences as needed. Coordinate and attend daily Prospective Payment System Meetings. Develop and maintain good working rapport with interdepartmental personnel as well as with individuals within the medical and hospital communities to ensure appropriate services are maintained and provided to meet the needs of the residents.

MDS Coordinator

BRIAN CENTER - Columbia, SC

October 2018 to September 2019

Under the direction of the Administrator, responsible for coordinating the Resident Assessment Instrument (RAI) process including completion of an accurate Minimum Data Set (MDS) and development of the Interdisciplinary Plan of Care. Lead the daily Medicare Prospective Payment System (PPS)/Medicaid Casemix Meeting. Perform duties in a timely manner consistent with Centers for Medicare & Medicaid (CMS) guidelines, policies and procedures. Establish and maintain positive relationships with all members of the healthcare team. Maintain current MDS status of each resident, in accordance with all state and federal guidelines, including the Omnibus Budget Reconciliation Act (OBRA), Medicare PPS and any Medicaid payment system, as applicable. Schedule resident for appropriate OBRA, Medicare PPS and/or Medicaid required assessments. Monitor status of Medicaid Complex Care residents for changes in

condition and submit changes and/or request for recertification. Identify safety concerns and ensure appropriate actions are taken to maintain and assure patient safety. Communicate MDS schedule to all other departments and families, as required. Monitor clinical systems for changes in resident condition. Review resident's medical documentation to capture and apply appropriate ICD-10 codes. Respond to resident change in condition by coordinating resident re-assessment and re-evaluation of the plan of care. Coordinate and participate as a member of the interdisciplinary team (IDT) with resident Care Plan Conferences on admission, quarterly, or as needed. Strategically set assessment reference date (ARD), in conjunction with the IDT, to capture needs, care and services delivered to most accurately reflect the status of the resident. Accurately complete portions of MDS and Care Area Assessments (CAA's) as assigned, in accordance with policies, procedures and guidelines. Assure compliance with federal, state, Medicare and Medicaid regulations, and facility policies and procedures as related to completion of an accurate electronic submission in a timely manner and coordination of the RAI process. Coordinate and develop residents' plan of care as required. Monitor MDS and care plan documentation on all residents, assuring that complete, orderly and chronological documentation is maintained in the file. Maintain proficiency in software programs for MDS completion and access and utilize appropriate reports. Communicate information to nursing administration, business office and facility administration regarding assessment compliance, care plans, updates and revisions. Assure competency of all staff members involved in the RAI process and educate the IDT. Coordinate and attend daily Casemix Meetings. Attend OBRA required Casemix Meetings. Monitor and analyze Casper Reports/Quality Measures to ensure accuracy of MDS assessments, resident status, and care planning as well as a means to identify areas for Performance Improvement. Electronically transmit MDS data to the state in accordance with regulation and facility standards, policies and procedures. Implement, monitor and evaluate Restorative Nursing Program. Provide education during orientation to new hires regarding MDS process, ADL documentation, and Medicare required documentation as well as ongoing in-service to nursing staff.

Case Mix Coordinator RN (Back-up PRN)

PRUITTHEALTH - Columbia, SC

March 2018 to November 2018

Responsible for coordination and completion of assessments for each patient including the Resident Assessment Instrument (RAI), CAAs and Care Plan. This includes all OBRA and PPS assessments in compliance with CMS requirements for completion. Responsibilities include scheduling and maintaining accurate and timely assessments, meeting all automation requirements as defined by the regulations, facilitating a functioning interdisciplinary team, accurate reporting of Resource Utilization Groups (RUGs) to all departments, maintaining roster and census reports, monitoring of all reports generated by this department, facilitating patient care plan development and review, providing oversight for department LPN staffing in compliance within the guidelines of the state nursing scope of practice, and foster adherence to company policy and processes. Review resident's medical documentation to capture and apply appropriate ICD-10 codes.

Nursing Assessment/MDS Coordinator

MIDLANDS HEALTH AND REHABILITATION - Columbia, SC

June 2016 to June 2018

Under the direction of the Administrator, responsible for coordinating the Resident Assessment Instrument (RAI) process including completion of an accurate Minimum Data Set (MDS) and development of the Interdisciplinary Plan of Care. Lead the daily Medicare Prospective Payment System (PPS)/ Medicaid Casemix Meeting. Perform duties in a timely manner consistent with Centers for Medicare & Medicaid (CMS) guidelines, policies and procedures. Prepare Weekly Insurance updates for submission to Healthcare Insurance Companies. Establish and maintain positive relationships with all members of

the healthcare team. Maintain current MDS status of each resident, in accordance with all state and federal guidelines, including the Omnibus Budget Reconciliation Act (OBRA), Medicare PPS and any Medicaid payment system, as applicable. Schedule resident for appropriate OBRA, Medicare PPS and/or Medicaid required assessments. Monitor status of Medicaid Complex Care residents for changes in condition and submit changes and/or request for recertification. Identify safety concerns and ensure appropriate actions are taken to maintain and assure patient safety. Communicate MDS schedule to all other departments and families, as required. Monitor clinical systems for changes in resident condition. Respond to resident change in condition by coordinating resident re-assessment and re-evaluation of the plan of care. Coordinate and participate as a member of the interdisciplinary team (IDT) with resident Care Plan Conferences on admission, quarterly, or as needed. Strategically set assessment reference date (ARD), in conjunction with the IDT, to capture needs, care and services delivered to most accurately reflect the status of the resident. Accurately complete portions of MDS and Care Area Assessments (CAA's) as assigned, in accordance with policies, procedures and guidelines. Review resident's medical documentation to capture and apply appropriate ICD-10 codes. Assure compliance with federal, state, Medicare and Medicaid regulations, and facility policies and procedures as related to completion of an accurate electronic submission in a timely manner and coordination of the RAI process. Coordinate and develop residents' plan of care as required. Monitor MDS and care plan documentation on all residents, assuring that complete, orderly and chronological documentation is maintained in the file. Maintain proficiency in software programs for MDS completion and access and utilize appropriate reports. Communicate information to nursing administration, business office and facility administration regarding assessment compliance, care plans, updates and revisions.

Monitor and analyze Casper Reports/Quality Measures to ensure accuracy of MDS assessments, resident status, and care planning as well as a means to identify areas for Performance Improvement.

Assure competency of all staff members involved in the RAI process and educate the IDT. Coordinate and attend daily Casemix Meetings. Attend OBRA required Casemix Meetings. Electronically transmit MDS data to the state in accordance with regulation and facility standards, policies and procedures. Implement, monitor and evaluate Restorative Nursing Program. Provide education during orientation to new hires regarding MDS process, ADL documentation, and Medicare required documentation as well as ongoing in-service to nursing staff. Assisted other Fundamental Facility MDS Departments as needed.

Nurse Administrator/Nurse Manager III

SOUTH CAROLINA DEPARTMENT OF MENTAL HEALTH - Columbia, SC

April 2015 to June 2016

Planned, organized, developed, implemented and evaluated the Patient Care Program for the Unit. Established and maintained standards of care and performance. Assessed, planned, implemented and evaluated the care of patients with medical/physical, as well as behavioral problems. Actively participated in interdisciplinary unit-based Performance Improvement teams. Coordinated an effective quality control monitoring system including Performance Improvement activities and important aspects of patient care. Ensured that staff assigned to the Unit is utilized effectively to provide patient care. Actively participated in Policy and Procedures and Committee Meetings. Actively participated in and coordinated orientation and staff development programs to ensure staff competency prior to assigning individual duties. Effectively utilized the Employee Performance

Management System and progressive disciplinary policy and standard to provide performance feedback and resolve problems. Adhered to all Corporate Compliance Policies and Procedures to provide quality care and maintain accurate documentation. Ensured treatment, service, and care planning processes were effectively implemented.

Registered Staff Nurse/Charge Nurse

SOUTH CAROLINA DEPARTMENT OF MENTAL HEALTH - Columbia, SC

August 2012 to April 2015

Served as Charge Nurse caring for adult and geriatric patients with acute mental illness and substance abuse. Received and gave shift report on all patients to the off-going/oncoming staff. Determined patient care needs and assigned staff duties based on patient acuity and nursing staff training/competencies. Notified the Nurse Manager and Licensed Practitioners of patient's complaints, condition changes, behavior problems, adverse responses to medication/treatments, and refusal of medications/treatments. Made rounds on all patients, assess and evaluate conditions of new patients, high risk patients and unstable patients, providing direct care. Documented findings and nursing actions taken according to policy while utilizing proper forms. Observed and evaluated staff performance of assigned duties and ensured that all assignments are completed. Provided feedback to the Nurse Manager regarding staff performance and completed evaluations as assigned. Reported and ensured the completion of forms for Unusual Occurrences. Completed the inter-shift communication report and the 24 hour shift report for submission to the Nursing Administration Office. Ensured that required patient assessments/reassessments were completed and documented as required on a daily, weekly, monthly, quarterly and annual basis. Ensured that patients attended assigned patient care groups, off unit educational classes and other assigned off unit activities. Supervised RN's, LPN's, Behavioral Health Assistants, and Unit Clerks. Performed P.I. monitoring and notified the nurse manager of findings and corrective actions. Precept RN's in orientation to the unit to ensure knowledge of policies and procedures and ability to demonstrate competency.

Nurse Administrator/Manager II (Health Care Authority)

SOUTH CAROLINA DEPARTMENT OF CORRECTIONS - Columbia, SC

February 2009 to August 2012

Responsible for complete day-to-day operation of the medical unit on an expanded level 24-hour/7-day week. Responsible for the increased staff and patient load and emergency care after normal operating hours. Responsible for directing and managing the health care needs of specialized care units, the management of patient complaints, health issues, and/or grievances. Responsible for establishing and maintaining a positive work relationship with directors of health related disciplines and direct involvement with interdisciplinary managers. Responsible for planning effective and appropriate time schedules for nursing personnel. Managed and approved accrued leave for staff. Supervised time to ensure cost effective management. Responsible for the work performance of all personnel. Responsible for attendance in a variety of meetings as necessary for the continuum of quality health care. Managed the complete operation of a DHEC licensed psychiatric center on a 24/7 continuum. Developed plans and service expansion with a variety of physicians, dentists, behavioral medicine directors, and medical staff to provide health services for medical outpatient and inpatient care units. Planned, coordinated and implemented outpatient medical services for health clinics to meet the physical and emotional needs of the patient.

Registered Nurse II(Head Nurse)

SOUTH CAROLINA DEPARTMENT OF CORRECTIONS - Columbia, SC

January 2008 to February 2009

Responsible for daily supervision of health care activities required to meet inmate health care needs, documented and supervised documentation of medical records, coordinated admissions and appointments with appropriate facilities, assisted with health education for inmates and staff, interfaced with physicians, security, institutional administrative and support services, and divisional administration.

Registered Nurse/Charge Nurse

AUGUSTA STATE MEDICAL PRISON - Grovetown, GA
December 2004 to September 2008

Provided direct patient care to inmates with mental health issues on a Crisis Stabilization Unit. Participated as a member of the treatment team, performed admissions and discharges, and developed care plans. Supervised RN's, LPN's, and Nursing Assistants.

Registered Staff Nurse

MEDICAL COLLEGE OF GEORGIA HEALTH, INC - Augusta, GA
September 2002 to August 2004

Provided primary nursing care to patients on an Orthopedic/Trauma Unit with Telemetry overflow. Performed admissions, physical assessments, administered medications, treatments, developed care plans, patient/family teaching, and discharges.

Registered Nurse/Charge and House Supervisor

AURORA PAVILION AT AIKEN REGIONAL MEDICAL CENTER - Aiken, SC
February 2002 to August 2004

Served as Charge Nurse and House Supervisor caring for geriatric, adult, child and adolescent patients with acute mental health illness and substance abuse. Performed initial assessments to determine need for services in collaboration with on-call physicians. Also performed admissions, discharges, care plan development, patient/family teaching and medication administration. Participated as a member of the treatment team and held facilitated group therapy sessions. Supervised other RN's, LPN's, Mental Health Technicians, and Unit Clerks. As House Supervisor, supervised staff, accessed after-hours pharmacy, coordinated and maintained staffing needs, and reported directly to administrator on-call.

Registered Staff Nurse

SOUTH CAROLINA DEPARTMENT OF MENTAL HEALTH - Columbia, SC
August 1999 to December 2001

Served as Charge Nurse caring for adult and geriatric patients with acute mental illness and substance abuse. Also supervised LPN's, Mental Health Specialists, and Unit Clerks.

Education

Bachelor of Science in Nursing

University of South Carolina Aiken - Aiken, SC
December 2005

Associate Degree in Nursing

University of South Carolina Aiken - Aiken, SC
May 1999

Nursing Licenses

RN

RN

RN

Skills

- MDS
- Nurse Management
- Managed Care
- Group Therapy
- Individual / Group Counseling
- Nursing
- Hospital Experience
- Microsoft Office
- MatrixCare
- MyUnity Vision
- American Health Tech/LTC
- Crisis Intervention
- Medication Administration
- Performance Management
- Case Management
- Behavioral health
- Care plans
- Documentation review

Certifications and Licenses

RAC-CT

June 2020 to July 2022

Registered Nurse (RN)

April 2020 to April 2022

SC RN-78881

BLS Certification

Compact State Nurse License

CPR Certification