| 2610 Mis Padres Weslaco, TX 78599 956-454-4266 lizmartinez9745@yahoo.com |
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| Lizette Martinez |
|  Objective | Seeking position as a Registered Nurse. |
| Experience | October 2019 – presentCare Manager II RNPerform care management duties to assess, plan and coordinate all aspects of medical and supporting services for members to promote quality, cost effective care.Assess member’s current health status, resource utilization, past and present treatment plan, and services.Utilize assessment skills and discretionary judgement to develop a plan of care based upon assessment with goals and interventions to meet member’s needs.Coordinate services between PCP, specialist, and non-medical staff to meet needs of members. Enter and maintain assessments, authorizations, and pertinent clinical information into medical management systems.December 2018- Oct. 2019Medical/Tele RNAssess, monitor and treat patients, report abnormalities to MD, blood and blood product transfusions, chemotherapy infusion, bedside procedures, medication administration, wound care/wound vac, patient teaching. Communication with hospitalists.Feb. 2018- Oct. 2019STAFF RNDirect patient care, teaching, administration of medicationsCommunicate with physician regarding patient clinical condition, assess, monitor and treat patients, report abnormalities to MD, blood and blood product transfusions, chemo therapy transfusion, bedside procedures, medication administration, wound care, patient teaching. Jan.2016-Dec. 2016**QA LVN**QA oasis assessments and edit plan of care per oasisQA nurses notesIntake of new patient referralsVerify patient insurances and send/follow up authorizations per insurance benefitsCommunicate with MD, Field Nurses, and Therapy regarding patient care 2015-2016**Contract LVN Service Coordinator**Visit patient and perform assessments for servicesCommunicate with MD regarding patient careMonitor plan of care to evaluate if changes are needed2015-2016**QA LVN**QA nurses notesCommunication with nurses, MD, and therapy regarding patient careQA Oasis assessmentsCommunication with patients regarding care.Ordering medical supplies2014-2015**LVN**Assessment of patient’s at homeCall MD for any abnormalities upon assessment.Administration/teaching of medication/injections.Patient teaching/management on disease process.Performing wound care to patients.Communication of patient care with Nursing, Therapist and MD.2011-2012 | Centene CorporationSolara HospitalKnapp Medical CenterA Healing Touch HHRGMP, LLC Corazon Healthcare ServicesMerida Healthcare Group A Healing Touch Home Health | McAllen, TXMcAllen/Harlingen, TXWeslaco, TXWeslaco, TXPharr, TXMcAllen, TXHarlingen, TXWeslaco, TX |
| Therapy Coordinator/Administrative AssistantCoordinate therapy referrals and treatments for patients.QA therapy notes.Call RN’s and LVN’s for patient communication.Answer therapy agency phone calls, for patient communication.Schedule patient visits in computer system.Log in therapy notes.Input patient data in system.Verify credentials and update on physical therapists.Human resources for office staff, nurses, therapists.2006 -2011 D’Oro Home Health Weslaco, TXTherapy Coordinator/ Administrative AssistantCoordinate therapy referrals and treatments for patients.Call RN’s and LVN’s for patient communication.Order office supplies, and distribute to staff.Answer therapy agency phone calls, for patient communication.Schedule patient visits in computer system.Log in therapy notes.Process payroll of employeesPost Medicare payments.Check Medicare eligibility for new patients. |
|  | 2004-2005 |  Dr. Michael Seiba | McAllen, TX |
| Receptionist/BillingCheck in patients, cash out patients, making appointments. Posting daily charges, posting surgeries.Verifying insurances, data entry, precerting surgeries.Assisting nurse and doctor with patients.Posting insurance payments, appeals on insurance denials.Collecting co-pays and deductibles.  |
|  | 2002-2004 |  Dr. Francis & Associates | McAllen, TX |
| Insurance VerificationVerifying insurances, collecting co-pays and deductibles on patients.Checking in patients, cashing out patients.Data entry, answering phones.Precerting office procedures. |
| Calling patients to notify of amount to pay before procedure. |
|  Education | 2017Registered Nurse2014Licensed Vocational Nurse2002  | South Texas CollegeSouth Texas CollegeSan Antonio College of Medical and Dental Assistants |  Mcallen, TX  McAllen, TX McAllen, TX |
| Certificate Medical Office Specialist2001 Weslaco High School Weslaco, TX |
|  Skills | Knowledge of Medical Manager, Medisoft, Word, Excel, Quickbooks, Lewis, Kinnser, Axxess, Paragon, Epic, Trucare**ACLS/BLS certified** |
|  References | References are available on request. |