| 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 – present  Care Manager II RN  Perform 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. 2019  Medical/Tele RN  Assess, 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. 2019  STAFF RN  Direct patient care, teaching, administration of medications  Communicate 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 oasis  QA nurses notes  Intake of new patient referrals  Verify patient insurances and send/follow up authorizations per insurance benefits  Communicate with MD, Field Nurses, and Therapy regarding patient care  2015-2016  **Contract LVN Service Coordinator**  Visit patient and perform assessments for services  Communicate with MD regarding patient care  Monitor plan of care to evaluate if changes are needed  2015-2016  **QA LVN**  QA nurses notes  Communication with nurses, MD, and therapy regarding patient care  QA Oasis assessments  Communication with patients regarding care.  Ordering medical supplies  2014-2015  **LVN**  Assessment of patient’s at home  Call 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 Corporation  Solara Hospital  Knapp Medical Center  A Healing Touch HH  RGMP, LLC    Corazon Healthcare Services  Merida Healthcare Group    A Healing Touch Home Health | | McAllen, TX  McAllen/Harlingen, TX  Weslaco, TX  Weslaco, TX  Pharr, TX  McAllen, TX  Harlingen, TX  Weslaco, TX | |
| Therapy Coordinator/Administrative Assistant Coordinate 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, TX  Therapy Coordinator/ Administrative Assistant  Coordinate 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 employees  Post Medicare payments.  Check Medicare eligibility for new patients. | | | | |
|  | 2004-2005 | Dr. Michael Seiba | McAllen, TX | |
| Receptionist/Billing Check 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 Verification Verifying 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 | 2017  Registered Nurse  2014  Licensed Vocational Nurse  2002 | South Texas College  South Texas College  San Antonio College of Medical and Dental Assistants | Mcallen, TX    McAllen, TX  McAllen, TX | |
| Certificate Medical Office Specialist 2001 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. | | | | |