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| Ashley Amey, R. N. | |  |  | | --- | --- | | 1454 E 85th Street Brooklyn, NY 11236 |  | | 917-915-7510 |  | | ashleyamey@ymail.com |  | |  |  | |  |  | |

Registered Nurse with a Bachelor’s Degree in Healthcare Management and currently working on attaining my Bachelors in Nursing; seeking a clinical health care position. Hoping to put into professional practice my abilities of technical patient centered care, critical thinking and cultural competency - as well as my personal attributes of compassion, being a team player, and possessing the quality of being a quick learner with the aptitude to take direction

# Key Skills and Abilities

# Ability to function independently and effectively in a busy, high visibility and dynamic work environment. Persistent and devoted to developing realistic timelines and meeting deadlines for assigned deliverables.

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| * Superior Organizational Skills * Extremely Detail Oriented * Exceptional Communication Skills * Managerial Skills * Analytical Skills * Prioritize Effectively * Self-Motivated * People and Team Driven * Microsoft Office * Electronic Medical Records (EMR) – Quadra Med Database & Point Click Care * Sales Force Database * Unity Database * Form Stack Database * Proclaim Database * Facets System * Guiding Care Database * Project Management * Work Day – User Navigation * My Ability Insurance Verification Database * HomeCare HomeBase Platform * ECIN/AllScripts Referral Database (CHHA Services) * ICD 10 Codes * Experience with operating/implementing Telephone Translation Services |

# Employment

### June 2022 – Current

## Pediatric Registered Nurse

## Ditmas Park Children’s Center - Brooklyn, NY

As a Pediatric Nurse in a Rehabilitation care setting we specialize in helping children and their families with disabilities and chronic illness attain optimal function, health, and adapt to an altered lifestyle. Assist patients and their families establish independence by setting realistic goals and treatment plans. The objective is to work as part of a multidisciplinary team and coordinate patient care and activities to achieve prime wellness. Driven by passionate care that helps to restore and maintain function, and prevent complications.

* Work closely with Occupational Therapist, Recreation Therapist, and Physical Therapist to ensure patient outcomes are reached, and advocate for patent and family.
* Ensure communication standards are upheld and notes are maintained with Daily Flow Sheets in the EMR and Progress Notes.
* Assist in the delivery of respiratory support for patients who are unable to breath on their own, or need assistance. (i.e. Ventilator, Tracheostomy, BIPAP, and CPAP.)
* Daily medication distribution for pediatric patients with critical care diagnosis and disabilities. (i.e Ectopis Cortis, Epilepsy, Microcephaly, Oral Dyspahagia, Lagophthalmos, Cerebral Palsy, Lissencephaly, Spastic Quadriparesis, Cystic Encephalomacia, Trisomy 21, Pyloric Stenosis, Autism, Pentalogy of Cantrell, and Omphelocele.)
* Perform care for Tracheostomy sites (trach tie changes, HME, and adjustments), Stoma Sites, Granulation Sites, NG Tube, G Tube and J Tube Sites.
* Enact dressing changes for Central Line and Omphalocele Seal.
* Deliver tube feedings through various feeding ports. (i.e. NG Tube, TPN, G Tube, and J Tube)
* Provide family education, counseling, and case management.

November 2020 – March 2021

**Intake Coordinator**

**Visiting Nurse Services of New York - New York, NY**

Promotes and fosters ongoing collaborative communication with healthcare professionals and VNSNY to establish coordinated VNSNY CHHA services. Functions as a liaison between external customers, facilities, patients, families, practitioners, VNSNY CHHA Management, and Nurse Leadership Coordinators. Build relationships, obtain referrals and review patient information referred to VNSNY Central Intake to determine initial appropriateness of admission to CHHA Services based on guideline criteria. Facilitates the safe and timely transfer of patients from a hospital, skilled nursing facility, physician office, or other Home Care site to the care of VNSNY CHHA Services.

* Obtains and confirms demographic and other medical and social patient information. Works within intake related electronic platforms to gather proper information to generate a new referral/resumption of patient’s care and ensures accurate documentation.
* Establishes and promotes an ongoing collaborative relationship between VNSNY and/or other facilities, direct care givers, physicians, nurses, discharge planners, case managers, social workers, etc. to facilitate adequate patient care transition.
* Strong follow up skills, as well as the ability to manage multiple priorities.
* Demonstrate capability to gain commitment, build rapport with others (patients, families, physicians, clinicians, institutions etc.).
* Confirming physician signing Home Care Orders are OPRA or PECOS eligible.
* Review Capacity Grids and Branch Updates on a daily basis – to gauge clinical staff availability and possible scheduling limitations.

### august 2019 – October 2020

## Project Coordinator (Temporary Access Staffing)

## Visiting Nurse Services of New York - New York, NY

Assist the Claims Operations Department with data entry of Provider Dispute Projects. Review, Sorting and File Storage and Management. Work under moderate supervision.

* Create PDPI (Provider Dispute & Payment Integrity) Numbers in Sales Force for various disputes.
* Ability to execute and meet ongoing - repeating deadlines.
* Review and input data for Misguided Claims for Directorial Reporting for statistical data analysis.
* Utilize; Facets, Guiding Care, and Proclaim - to Authorize or Deny Pending Claims.
* Perform special projects and other duties assigned by Managerial and Directorial level.

### July 2010 – June 2017

## Assistant Coordinating Manager

## Kings County Hospital Center - Brooklyn, NY

Ensure all Behavioral Health patients are admitted, retained and discharged in accordance with Mental Hygiene laws and mandates. Operate as a catalyst transpiring imperative/sensitive court and legal information between Attorneys, Doctors, Patient’s and Supreme Court within the Kings County Hospital Center Commitment Office. Collaborate with Psychiatric State facilities to transfer patients needing housing assistance and follow up care.

* Design, plan, and implement training and education elements to address deficiencies and improve abilities.
* Schedule and prepare weekly court calendar, administrative hearings, medication over-rides, and AOT hearings.
* Knowledge of proper procedure for submitting patients from psychiatric inpatient units as candidates for state facilities.
* Create and record statistical date reports as needed or requested by department director.
* Maintain a filing system that is accurate and accessible for all legal documents.
* Daily electronic distribution of inpatient adult census.

# Education

* Bachelor of Science in Business Management – Cum Laude

Virginia State University (Petersburg, VA)

* Associates of Science in Nursing

ST. Paul’s School of Nursing (Forest Hills, NY)

* Bachelors of Science in Nursing

Utica College (Utica, NY – Online)

Expected Graduation Date - Winter 2022

* Basic Life Support Certification – AHA Accredited