

Tonia Gordon

Home health care RN-case manager

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Authorized to work in the US for any employer

Work Experience

RN Case Manager

Riverside Home Health Care - Kankakee, IL
October 2021 to Present

- Assess and chart observations of the patient's condition at each visit.
- Complete evaluation tasks, including reviewing medication and vital signs.
- Administer Physician-prescribed medication.
- Dress or redress wounds and assess the healing progress.
- Provide education to patients and families on proper home health care procedures and strategies.
- Coordinate with Physicians, Physical Therapists, Occupational Therapists and other individuals in the patient's care plan.
- Keep the patient comfortable through palliative care.
- Recommend tools or devices that may improve the quality of life for the patient.

Assistant Director of Nursing

Our Lady of Victory - Bourbonnais, IL
May 2019 to October 2021

- Assist with management of the Department of Nursing, including evaluation of staff.
- Evaluate and take action around complaints, failed audits, and staff problems.
- Maintain and update audit, compliance and legal documentation, including analyzing patient and staff data.
- Plan resource utilization and care interventions according to available data and known trends.
- Ability to coordinate with medical practitioners, nursing professionals, and administration staff to ensure inventory stock, maintenance of equipment, and medical supplies in the care center

RN-Case Manager

Hospice of Kankakee Valley
2017 to May 2019

- Collaborated with physicians to create individual patient treatments and care plans based on disease process.
- Coordinated with interdisciplinary team to provide immediate services to patients when symptoms worsened.
- Managed physical, mental, emotional, and spiritual needs of patients and families as they journeyed through the end of life.
- Counseled patients' family on progress of disease, medication administration, and self-care techniques.

- Trained new employees in bed side procedures, handling emergency patients, and transferring to the appropriate level of care.
- Ensured compliance with required reports, documents, records, and files on a daily basis.

RN-Telemetry

St. Mary's Hospital

2015 to 2017

- Administer medications and intravenous fluids to patients.
- Monitor telemetry and respond to emergent and life-saving situations.
- Educate patients and families on disease processes, medical-surgical procedures, and broad aspects of therapeutic regimens, including medication and pain management techniques.
- Skillfully coordinate with doctors for efficient patient management and delivery of optimal treatment plans.
- Provide end of life care and support to patients and their families while hospitalized.

St. Mary's Hospital

2012 to 2014

CNA

- Delivered excellent patient care for 8-12 telemetry patients.
- Maintained accurate and timely documentation on patients' progress.
- Performed appropriate testing and monitoring of patient condition.

Accent

2008 to 2011

Validator

- Called and received calls from other insurance companies and Cigna to verify coordination of benefits.
- Exceeded or met all company goals for listings, quality, and recovery rate.
- Responsible for validating high dollar claims by determining the correct member benefit and correctly applying payment according to provider contracts.

Senior Claims Analyst

Cigna Healthcare

2005 to 2008

- Responsible for analyzing high dollar hospital claims, determining correct member benefit, and correctly applying payment according to provider contracts. Exceeded company goals for quality and payment accuracy by consistently providing above average results.
- Trained and mentored new employees.
- Resolved all escalated issues brought to my team by researching the original claim.

Education

Associate Degree in Applied Science-Registered Nursing in Licensed EMT-B

Kankakee Community College

2011 to 2014

Nursing Licenses

RN

Expires: May 2022

State: IL

Skills

- RN
- Medication Administration
- Nursing
- Pain Management
- Hospice Care
- Nurse Management

Certifications and Licenses

BLS Certification