

JEANNIE HEREFORD
2160 PLYMOUTH LANE
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678-670-7054
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Objective

Twenty-five years of experience as an Licensed Practical Nurse, recently seven and one half years in management care as a teleworker for a major health insurance company doing pre certifications, prior authorizations, title Utilization Nurse Associate., Utilized the Healthcare Effectiveness Data and Information Set (HEDIS)Experience in pediatrics, oncology, public health/ occupational health care.

Maintained a strong reputation for achieving high level of patient and client satisfaction. Seeking experienced level or leadership role employment.

Skills

Health insurance review expertise in Utilization and prior authorization

Utilized the Healthcare Effectiveness Data and Information Set (HEDIS)

Broad medical terminology

Committed to compliance adherent and reporting

Computerized charting specialist

Expertise in computer applications and Microsoft suites.

Diagnostic tools experience

Expertise in customer service and depute resolution.

Health and wellness expertise

medication administration expert

familiar with disease management

skilled in conduction physical exams

skilled in medical surgical

home health experience

Vascular care understanding

Data entry expertise

Experience

Aetna Insurance

09/25/2006 – 02/14/2014

Utilization Nurse ☹

Reviewing medical documentation

Data entry

☹ Reviewing all types of hospital procedure inpatient and outpatient, office visits, labs, medications, and durable medical equipment;

☹ CMS reviewing Medicare requests;

☹ ☹ICD 9/10 coding and CPT coding

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State of Georgia

05/2005 - 09/2006

Public Health Nurse

☹ ☹ Immunization, Tuberculosis (TB) testing, toxicology testing, and school hearing and dental screening.

☹ ☹ Utilized the Healthcare Effectiveness Data and Information Set (HEDIS) and the Georgia Immunization Registry (GRITS) systems

☹ ☹ ICD coding CPT coding

Kaiser Permanente

04/2004-05/2005

☹ ☹ Pediatric Nursing, utilizing HEDIS for patient record-keeping and electronic documentation. Well check-up sick visits, and other aspects of nursing.

☹ ☹ Scheduling procedures ICD coding CPT coding.

Worked in lab petri dish

Pediatric Clinic

03/2003-4/2004

☹ ☹ Work with HEDIS, well visits, and sick visits, worked in Laboratory (Lab), Petri dishes to determine

☹ ☹ Streptococcus (Strep), injection Intravenous (IV).

☹ ☹ Worked in lab testing, processing blood. Samples, petri dish with computer data entry

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Georgia Cancer Specialist

2001-2003

Triage Nurse/Lab Assistant

☹ ☹ Phlebotomy, IV's, collecting specimens/assisting in Pre-Chemotherapy

☹ ☹ Worked in lab testing, processing blood. Samples, petri dish with computer data entry

- ¥ ¥ Pre-certification and Pre-D's
- ¥ ¥ ICD 9/10coding, CPT coding
- ¥ ¥ Scheduling appointments, procedures and filling out necessary forms for clients.
- ¥ ¥ Georgia Notary

Primary Care

2000-2001

- ¥ ¥ Internal Office, Lab Work, phlebotomies, x-rays, Electrocardiogram (EKG)
- ¥ ¥ Georgia Notary ICD 9 coding and CPT coding
- ¥ ¥ Scheduling appointment
- ¥ ¥ Worked in lab testing, processing blood. Samples, petri dish with computer data entry

Compass Hospital

1995-2000

- ¥ ¥ Acute care/Substance abuse facility
- ¥ ¥ Administer medication, assist with program session
- ¥ ¥ Worked in lab testing, processing blood. Samples, petri dish with computer data entry

Huntsville Hospital & Humana Hospital

1989-1994

- ¥ ¥ Med. Surgical
- ¥ ¥ Oncology; Jeannie Hereford 678-670-7054
- ¥ ¥ Orthopedic;
- ¥ ¥ Mental Health

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Military Experience and Training

National Guard

1984-1992

- ¥ ¥ Military Occupational Specialty (MOS) 91C - Practical Nurse
- ¥ ¥ MOS 91D - Operating Room Specialist

Active Duty Army

1980-1984

MOS 76J - Medical Supply Specialist

MOS 91B/A - Medical Specialist

Academy of Health Science

1980, 1983, 1986

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- ¥
- ¥
- ¥ ¥ Military Occupational Specialty (MOS) 91C - LPN,
- ¥ ¥ MOS 91A - Medical assistant
- ¥ ¥ MOS 91D20 - Operating Room Specialist and
- ¥ ¥ MOS 76J20 - Medical supply

Education

Drake Technical College	1988-1989
LPN training	
Calhoun Community College	1992-1993
Registered Nursing pre-requisites	
OCU Ohio Christian University	Currently attending
Psychology	

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