

# Savitri Dwarka

Euclid Avenue, Brooklyn, New York 11208

## Profile

**Objective:** Seeking a position as a Registered Nurse where I may utilize my skills and be an asset to your company.

## Clinical Experience

### Psychiatry and Maternity Unit - Woodhull Medical Center, Brooklyn, NY (Spring 2013-Fall 2013)

- Administration of oral medication.
- Administration of subcutaneous and intramuscular injection.
- Assessment of psychiatric patient's response to treatment.
- Assessment of post natal patient.
- Newborn assessment.

### Medical Surgical Unit – Woodhull Medical Center, Brooklyn, NY (Spring 2014-Fall 2014)

- Administration of oral, muscular and parenteral medication.
- Suctioning of patient with endotracheal tube.
- Administration of IV infusion.
- Monitored three assigned patients, updating information on vital signs and progress of treatment.
- Documented data related to patients' care including assessment results, intervention, medication, patient responses, or treatment changes.

## Education

<b>Associate Degree in Nursing – Borough of Manhattan Community College-CUNY</b> Registered Nursing License	<b>2009-2014</b>
<b>Bachelors of Science Degree in Nursing- City University of New York - Expecting Graduation</b>	<b>Fall 2017</b>
<b>Teachers Training College, Guyana, South America</b> Teaching Certificates	<b>1995-1997</b>
<b>Courantyne Comprehensive Secondary School, Guyana, South America</b> Executive Certificates : English, Math, Accounting, Business, Geography	<b>1985-1990</b>

## Work Experience

### Senior Whole Health-Managed Long Term Care

**July 2017-Present**

#### *Case Manager*

- Triage patient via phone
- Discharge planner
- Approving and managing patient home attendant and social day care hours

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## Robert Wood Johnson University Hospital, NJ

2001-July 2017

### *Commercial Insurance Biller*

- Reviews aged trial balance and/or work queues by following departmental protocol for targeted follow-up.
- Reconcile account balances to contracted rates by resolving discrepancies.
- Input transactions on PHS system according to procedures (allowances, late charges, credit, etc.) necessary to the maintenance of appropriate account balances.
- Investigates credit balances and prepares the documentation for a refund transaction.

### *Inpatient Medicare Biller*

2008 -2017

- Organize medical bills and statements and comb through them for errors.
- Negotiate payments with collection agencies.
- Answer patient's questions about their health-care plans.
- Negotiate with insurance companies/Medicare on a client's behalf.
- Secure payment and/or benefit determination from third party payors.
- Monthly revenue in excess of \$7 million.
- Review medical records and send same to Medicare to correct denied claims

## Port Mourant Community High School, Guyana

1992-2000

### *Teacher, English Language*

- Delivered scheduled lectures to the assigned classes.
- Arranged periodic performance evaluation tests and provided detailed feedback about areas of improvement.
- Assisted the school administration in arranging special functions /celebrations for a diverse student population.

### *Teacher, Mathematics*

- Planned and executed lesson plans for 4-classes: statistics & probability, college geometry, algebra and math concepts.
- Restructured classroom strategy to enhance classroom administration style and consensus-building.
- Evaluated students' advancement daily in mathematical concepts.
- Head of Math Department.

### *Teacher, Social Studies*

- Presented comprehensive mathematics units that had a multicultural focus on History and Society by consolidating important concepts and by celebrating cultural diversity.
- Accomplished regular classroom debates to raise the student's interests and understanding of the subject.
- Counseled students as per their academic needs.

## Key Skills

Proficient or familiar with a vast array of programming languages, and Medical terminology:

FISS	Commercial Billing	MS Office	Clinical
RWJ Medicare Online System, Gateway Electronic Billing System	PHS System	Excel and Microsoft word.	<ul style="list-style-type: none"> <li>• Peripheral IV Skills Certification</li> <li>• ContinuingEd.</li> </ul>

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			<p>Program:</p> <ul style="list-style-type: none"><li>• Certification in Central Venous Access Device.</li><li>• BLS Certified.</li></ul>

*References Available Upon Request*