

FELICIA T. NEWTON

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To obtain a position that utilizes my communication, data entry, and strong work ethic while growing along with the company.

EXPERIENCE

CASE MANAGER/CARE COORDINATOR, SARAH CARE

2016-PRESENT

- Sustaining over 250 caseloads of clients and their caregivers.
- Ensuring timely and accurate documentation.
- Confirming continuity of care by managing relationships with coordinating agencies and referrals.
- Maintaining quality services by establishing and enforcing organization standards.
- Staff suitable caregivers for clients.
- Review and complete service orders.
- Assist with time sheets.

MEDICAL UNIT CLERK, WILLOW TERRACE

2011-2016

- Maintained the accuracy and security of confidential patient health records for 3 units.
- Assisted patients by responding to intercom requests and obtained needed services from nurses, physicians, aides, and other hospital personnel.
- Established patient records by preparing folders, assigned patient numbers, and completed patient identification information.
- Maintained heavy filing, completed transportation setups and prepared monthly ADL's and summary books.

CARE MANAGER, CHELSEA SENIOR LIVING

2010-2012

- Assist residents with activities of daily living.
- Obtain monthly vital signs and weights from residents then document in charts.
- Answer calls and welcomed visitors daily.
- Monitor resident's while in common areas.
- Assist with escorting residents to and from meals.

EDUCATION

2005 Certification, ADL Training

2002 Certification, Medical Assistant.

2000 High School Diploma, Mercy Vocational

