

Danna Villegas

Home Health Office Nurse

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📍 1234 Elm Street, Chicago, IL 60601

STRENGTHS

- ♥️ **Compassionate Patient Advocate**
Always prioritize patient needs, actively leading efforts that bridge care gaps while enhancing life quality.
- ✂️ **Proactive Problem Solver**
Adept at triaging calls efficiently ensuring proactive resolutions that protect the workflow environment.
- 🗣️ **Decisive Communicator**
Facilitates roundtable feedback seamlessly amongst multidisciplinary teams ensuring optimal outcome execution.
- ✅ **Skilled Task Manager**
Excels in juggling competing priorities effectively, making sure vital tasks always receive due attention.
- 👥 **Collaborative Team Player**
Eagerly lends support to peers fostering inclusive collaborative spirit throughout experiential networking opportunities.

SKILLS

Kinnser / WellSky EMR
Patient Care Coordination
Medicare Regulations
Effective Communication
Time Management
Quality Improvement Initiatives
Pediatric Nursing Wound Care
Chart Auditing HIPAA Compliance
Patient Education
Team Collaboration
Documentation Best Practices
Outreach Programming

SUMMARY

Compassionate Home Health Nurse with over four years of diverse experience delivering patient-centered care. Expertise stems from coordinating multi-disciplinary teams and ensuring high standards in documentation and regulatory compliance. Adept at managing communications promptly with patients, families, and healthcare providers, addressing immediate concerns competently while overseeing effective lab order management within electronic medical records (EMR). Eager to support a vibrant clinical environment by applying strong leadership skills and imparting crucial information across various levels of care. Dedicated to maintaining seamless operations that enhance both patient safety and service quality.

EXPERIENCE

Home Health Nurse

Caring Hands Home Health Services 📅 June 2024 - Present 📍 Chicago, IL

Leading nursing responsibilities in a vibrant home health setting, focusing on acute patient care coordination, documentation integrity, and regulatory adherence. Directly support field clinicians through efficient resource allocation and omnichannel communication with stakeholders across healthcare.

- Coordinate individualized patient care plans involving skilled nursing and therapy services, enhancing treatment adherence.
- Triage patient inquiries and clinician consultations, guaranteeing swift resolution and proper documentation of interactions.
- Manage laboratory order processes, ensuring prompt communication of critical results to relevant healthcare personnel.
- Work closely with clinical leaders to optimize operational protocols, improving turnaround times for care plan evaluations.
- Assist in the onboarding process for new nurses, delivering comprehensive training on EMR usage and standard operating procedures.
- Uphold stringent HIPAA compliance for all patient documentation and interactions, supporting overall quality initiatives.

Clinical Nurse

Health First Home Care 📅 April 2022 - May 2024 📍 Oak Park, IL

Curriculum redesign operated methodologies across department functions fostering collaboration among multidisciplinary healthcare teams. Played an essential part in sustaining a continuum of care, concentrating on operational excellence during each patient touchpoint.

- Executed thorough assessments and developed responsive care plans collaborating among internal and external healthcare disciplines.
- Implemented initiatives promoting patient education, thoroughly increasing patients' understanding of care protocols.
- Conducted detailed follow-ups checking progress against care plans, facilitating better integration of health services.
- Actively liaised between field staff and clinical teams addressing documentation issues, streamlining practice workflows.
- Identified and rectified potential compliance gaps requiring immediate action, thus positively impacting patient outcomes.
- Championed quality improvement projects contributing directly towards organizational health and safety benchmarks.

Nursing Assistant

Greenwood Health Agency 📅 January 2020 - March 2022 📍 Schaumburg, IL

Assisted professional nurses providing essential resident care services while acquiring firsthand exposure to personal dignity importance and privacy rights. Engaged actively in patient care plans serving to fill both emotional and physical demands of client relations.

Care Assessment

Treatment Planning

LANGUAGES

English Native

Spanish Proficient

MY CAREER



- Home Health Nurse at Caring Hands Home Health Services (2.1 Years)
- Clinical Nurse at Health First Home Care (2.1 Years)
- Nursing Assistant at Greenwood Health Agency (2.2 Years)

- Delivered high-quality daily living assistance demonstrating compassion and effective communication with all patients.
- Worked collaboratively with nursing staff executing individualized care plans ensuring patient comfort and safety.
- Maintained accurate patient records, learning under supervision the critical nature of health information management.
- Contributed to team discussions employing insights from field experiences toward best practices in patient care delivery.
- Participated in regular training sessions focused on EMR systems elevating personal technical proficiency.
- Provided exceptional support mitigating challenges faced by nursing staff by encouraging timely adaptations.

LEADERSHIP & AWARDS

- Dean's List, University of Illinois Chicago, 2023
- Nursing Excellence Award, Greenwood Health Agency, 2022

EDUCATION

Bachelor of Science in Nursing

University of Illinois Chicago 🎓 GPA: 3.8 📅 2025 📍 Chicago, IL

Coursework: Nursing Fundamentals, Clinical Practicum, Pediatric Nursing, Community Health Nursing

CERTIFICATIONS

- Active Illinois RN License 📅 2025
- Basic Life Support (BLS) Certification 📅 2026

TECHNICAL SKILLS

- **Communication Tools:** Microsoft Teams, Zoom, Slack
- **Electronic Medical Records:** Kinnser, WellSky, Epic
- **Care Coordination Software:** Meditech, Allscripts, CareCloud
- **Quality Assurance Standards:** OASIS-E, ICD-10, Joint Commission
- **Patient Safety Protocols:** Fall Prevention, Infection Control, Medication Management
- **Training & Development Tools:** PowerPoint, Adobe Captivate, Google Workspace
- **Data Analysis Techniques:** SPSS, Tableau, Excel
- **Health Insurance Regulations:** Medicare, Medicaid, HIPAA
- **Project Management Platforms:** Asana, Trello, JIRA
- **Patient Assessment Techniques:** SWOT Analysis, Risk Assessment, Clinical Guidelines

PROFESSIONAL AFFILIATIONS

- Member of the Nursing Student Association, 2024-2025
- Volunteer at Community Health Fair, 2023

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST