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Carolyn Hinds - RN, BSN, PHN, CLNC

Summary of Qualifications

- 38+ years, Registered Nurse
- 25+ years, Medicare Home Healthcare
- 12 years, Medicare Home Healthcare management

Education & Certification

- Bachelor of Science, California State University of San Francisco, 1967
- RN license State of California
- Certified Public Health Nurse, CSUSF
- Certified Legal Nurse Consultant, Medical-Legal Institute, Inc. 2000

Professional Experience

Owner, Advanced Medical-Legal Resources, 2000-Present, Sacramento, CA

- Works with attorneys as an LNC, reviewing charts & medical records for standards of care and regulation compliance.
- Works with HHA's reviewing documentation for Medicare regulation compliance. Develops in-service programs.
- Works with intermediaries reviewing charts and records for Medicare fraud and regulation noncompliance.

RN Case Manager, UC Davis Homecare, 2002-Present, Sacramento, CA

- Patient assessment, ongoing care & coordination with all other team members.

Admin./Director of Clinical Services, Tender Loving Care, 1999-2002, Sacto., CA

- Responsible for day-to-day operations & clinical in JACHO/Medicare Home Healthcare Agency.
- Chart review, UR, QA, PI audits; risk management investigations.
- Presentation of in-services; new staff orientation.
- Assure compliance with all regulatory issues.
- Rate & visit negotiations for private insurance cases.
- Responsible for growth & development of all business lines.

Dir. of Clinical Services/Clinical Mgr., IHS/Soleus Healthcare*, 1998-1999, Sacto., CA

- Responsible for day-to-day clinical operational functions.
- New staff hiring, orientation, mentoring, PRN evaluations & competency verification of staff.
- Aid with scheduling, review, audits & processing of documentation.
- Preparation & presentation on monthly PRN in-services.
- Monitoring & verifying that all state & federal regulations are met.
- Compliance of PI/UR/UM processes.

Area Manager, IHS Homecare*, 1997-1998, Northern CA

- Responsible for operations & financial functions of 8 offices.
- Compliance with COP, state & JCAHO regulations & HR issues.

Clinical Supervisor, Private Duty, 1st American/IHS Homecare*, 1996-1997, Sacto., CA

- Responsible for clinical & operational functions of private duty.
- Client assessment & ongoing care.
- Rate negotiations; staffing; payroll & billing liaison with corporate.

Clinical Supervisor-Assist. Admin., 1st American/ABC Homecare*, 1990-1996, Sacto., CA

- Responsible for clinical & day-to-day office operations.
- Staff orientation; in-services, counseling, interviewing.
- Staff assignments, patient coverage & coordination of care.
- Verification & completion of documentation; PI/QI; monthly billing.
- Saw agency through first JCAHO audit as acting Administrator.

* From 1979 through 1999 the agency remained in place, but the ownership changed.

RN Case Manager, Home Healthcare*, 1979-1990, Sacramento, CA

Registered Nurse, Floor, Med-surg, etc., 1967-1979

References upon request.

