

**Amy R. Coleman, RN, CLNC**  
**Amy R. Coleman, RN, CLNC and Associates**  
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## **SUMMARY OF QUALIFICATIONS**

- 36 years serving as a psychiatric registered nurse.
- Being aware of others reactions and understanding why they react as they do.
- Expert in entering, transcribing, recording, storing or maintaining information in written or electronic and magnetic form.
- I am doing Volunteer Service with local Medical Centers.

## **PROFESSIONAL EXPERIENCE**

**Presently volunteering my medical services at local health community centers**

**2016 – 2017 Amy R. Coleman, Miami Gardens, FL  
Certified Legal Nurse Consultant**

- Identify and review relevant medical records, hospital policies and procedures, other essential documents and tangible items.
- Summarize, translate and interpret medical records.
- Prepare chronologies of the medical events involved in a case.
- Develop written reports for use as study tools by the attorney.
- Conduct literature searches and integrate the literature and standards/guidelines into the case analysis.

**2001 – 2001 Health Systems Management Network, Wellington, FL  
Nurse Reviewer, Registered Nurse**

- Traveled nationally to review medical records for completeness and accuracy by looking at various pieces of documentation.
- Coordinated meetings to educate the medical staff on proper documenting procedures.
- Kept abreast of new medical coding, government and insurance guidelines.

**1998 – 2000 Independent Health Care Corporation, Opa-Locka, FL  
Charge Nurse**

- Planned and provided direct care for the severe mental retardation at Community of Landmark Learning Center.
- Provided guidance on administering care to new patients or those with special needs and answered questions regarding protocol.
- Maintained a high level of patient care, evaluated other nurses and acted as an educational resource for nurses.

**1996 – 1997 South Florida State Hospital, Pembroke Pines, FL  
Charge Nurse and RN Specialist**

- Provided nursing assessments on admission to psychiatric patients.
- Provided and participated in treatment planning.
- Provided health teaching.
- Reviewed clinical records weekly and monthly for maintaining high standards of medical care to the patients.

**1988 – 1995 Broward County Mental Health Division, Hollywood, FL.  
Charge Nurse and Psychiatric Charge Nurse**

- Assessed clients with acute psychological and physiological problems.
- Provided nursing assessments on admission to crisis stabilization unit.
- Administered emergency direct care.
- Communicated with the outside professional community associates such as general hospital emergency nurses, physicians and the law enforcement community (Broward Sheriff's Officers).
- Notified physicians about sudden medical changes in the client's physical status.

**EDUCATION**

- The Light Brigade (July 2001), Fiber Optics Technology, Kent, WA
- External Degree Program (1983-1985), Saint Joseph's College, North Windham, ME
- Associate of Science in Nursing (December 1976), Broward Community College, Fort Lauderdale, FL

**CERTIFICATIONS**

- Certified Legal Nurse Consultant (CLNC®) – Vickie Milazzo Institute, a division of Medical-Legal Consulting Institute, Inc.

**A more detailed resume or curriculum is available upon request.**