

ELAINE K. BINKLEY
12032 Ivanhoe Circle
Brighton, Colorado
580-763-7775

Experience

Preferred Care Partners Management Group
7150 Poplar Street
Commerce City, Colorado 80022
303-289-7110

July 2011-September 14, 2011

Interim Social Services Director

Plan, develop, organize, implement, evaluate and direct the social service programs of the facility. Assess residents using MDS 3.0. Care plan changes in resident condition and inform staff of any behavioral modification plans. Inform family and resident of care plan meetings and conduct quarterly meetings or as needed. Provide ancillary services and monitor as needs change. Review facility complaints and grievances from personnel and residents, investigate, and correct adverse situations. Coordinate discharge planning as needed. Correct any federal and state deficiencies found during facility surveys.

The Inverness Village
3800 West 71st St.
Tulsa, Oklahoma 74132
877-481-9988

April 2010-April 2011

Social Services Coordinator/Admissions

Complete Admissions contract for skilled nursing and long term care stay
Establish referral sources and maintain existing relationships with local hospitals and doctor's
Educate family and resident on Medicare benefits and use of long term care insurance
Correct any concern or complaint from family or resident that may have an adverse affect on their stay.
Coordinate interdisciplinary team care plan meetings
Coordinate discharge of resident to home and order home health services
Schedule doctor appointments, arrange transportation and assistance
Document resident psycho/social behavior, provide solutions, and document by monthly progress notes
Ensure that all legal documents pertaining to resident were current and in chart
Explain to family and resident the use of POA, DPOA, DNR, and Guardian documents
Submit Medicare documentation to comply with federal regulations using MDS 3.0

State of Oklahoma
1427 East 8th St.
Tulsa, Oklahoma 74120
918-560-5821

June 2009-April 2010

Case Manager, Developmental Disabilities Services Division

Develop, write and maintain current individual plan of service for clients which include goal setting, job training and placement, referrals, housing, medical and social services.
Modify plan of care as needed and reallocate funds
Monitor service providers to ensure compliance of individual plan
Track budget and finances of client to comply with Medicaid guidelines
Monitor compliance with Federal and State policies
Maintain case files, report monthly progress, facilitate plan meeting with providers and client

At Home Medical
1209 E. Prospect
Ponca City, Oklahoma 74104
580-765-8155

February 2008-January 2009

Home Health and DME Community Relations

- Develop and implement marketing strategy for home health services and durable medical Equipment
- Improved relationship with local physicians, hospitals and nursing homes
- Present informational programs at community events to showcase services of the company
- Provide community service to senior citizen groups and senior housing
- Track needed paperwork from doctors for needed patient supplies and equipment

Carter Home Health and Hospice
3105 S. Meridian
Oklahoma City, Oklahoma 73119
405-947-7700

November 2007-February 2008

Community Relations for Hospice Services

- Ponca City, Enid, Stillwater, Oklahoma territory
- Provide hospice service to physicians and nursing homes in assigned territory
- Developed territory and create new opportunities in outlying areas
- Establish relationship with various clubs, organizations and Senior Citizen's Group
- Create events to keep the Carter name in the community
- Forge new relationships with ever changing discharge planners at hospitals
- Present informational topics to nursing homes and community events

Ponca Nursing and Rehabilitation
1400 N. Waverly
Ponca City, Oklahoma 74601
580-762-6668

November 2004-November 2007

Social Services Director

- Increased census by 25% over three year period
- Created community awareness of change of ownership
- Market facility to prospective resident and family for rehabilitation stay or long term care
- Maintain working relationship with referral sources in Ponca City, Stillwater, Tulsa and Oklahoma City
- Write copy for radio and newspaper, budget advertising needs ; maintain a file of all news or media coverage.
- Process all needed admission paperwork, including evaluations required by the state
- Explain to family and resident the use of POA, DPOA, DNR, and Guardian documents
- Determine eligibility of potential resident
- Verify insurance and Medicaid/Medicare benefits and explain benefits to resident and family
- Evaluate psycho/social behavior s for MDS
- Document resident progress by monthly progress notes
- Ensure all legal documents pertaining to resident were current and in chart
- Assist with move in of resident to make the process successful for family and resident

Kaw Nation of Oklahoma
Domestic Violence Program
648 Grandview
Kaw City, Oklahoma 74641
580-269-2552

June 2003-August 2004

Domestic Violence Admin. Assistant/Liaison

- Provide services to women in domestic violence crisis including counseling, and obtaining housing
- Assist client in obtaining state services when eligible
- Advocate for client in tribal and state courts
- Communicate with tribal judges and create needed documentation for court
- Insure that programs are within stated guidelines of the Dept. of Justice grant
- Budget and reallocate funds of grant as needed

Shawn Manor Nursing Home
2204 North Turner Rd.
Ponca City, Oklahoma 7460
580-765-3364

October 2002-June 2003

Records Management/Admissions Assistant

Maintain medical records of residents, update records as needed. Catalog and retrieve past medical records for insurance claims and lawsuits. Maintain charts in accordance with state and federal law. Purge and destroy files per company policy and state regulations.

Admissions data entry into records system to insure timely billing and chart related information. Assist Dir. Of Nursing with admissions information of resident for chart production.

State of Oklahoma
801 West South Ave.
Newkirk, Oklahoma 74647
580-362-2548

January 1999-July 2002

Eligibility Worker

Determine eligibility for food stamps and day care

Assist client in completing forms and gathering necessary documentation, verify information, compute assistance benefit. Explain benefits to clients and rules and regulations of programs to insure timely issuance of benefits. T

TANF Coordinator

Assist client with meeting requirements for TANF program. Help coordinate work/study programs, housing and child care. Case management to insure client maintains benefit eligibility and is on track with the program. Obtain resource referrals as needed.

Adult Protective Service Worker II

Investigation of alleged abuse, exploitation and neglect of elderly in two counties. Case management of twenty plus victims while conducting ongoing investigations. Secure services for victims, help relocate when necessary. Compose documentation for court and present to judge for guardianship. On call monthly for two counties and occasionally a third.

Conoco
1000 South Pine
Ponca City, Oklahoma 74601
580-767-3456

June 1995-March 1996

Records Management

Catalog and input file information of research and development of engineers for newly implemented records management program. Ascertain and determine length of retention of each file according to Conoco and DuPont criteria. Remove outdated information and arrange for storage in on-site facility. Educate engineers on process of retrieval of needed information. Responsible for moving proprietary information from Ponca City to Houston during law suit. Coordinate management of records organization for 107 engineers.

Education

University of Oklahoma
Norman, Oklahoma

University of Tulsa
Tulsa, Oklahoma
Bachelor of Science - Communication/sociology

Achievements and Training

Adult Protective Service New Worker of the Year – 2001

Certified Social Services and Activities Director – State of Oklahoma

National Tribal Trial College – certified expert witness on domestic violence in tribal, state and federal courts

Legal Advocacy for Native Women who are battered – Sacred Circle

Falmouth Institute -conducting federally mandated background and character investigation for tribal organizations

Foundation Level Training – Developmental Disabilities, State of Oklahoma

Ethical and Legal Issues for Developmental Disabilities, Health and Safety for Developmental Disabilities – State of Oklahoma

Case Management, Resource Coordination, Contemporary Practice in Habilitation Therapies for Developmental Disabilities – State of Oklahoma

Experience with Visions medical charting, Word, Excel, and various state computer programs, and medical software

References

Susan LupPlace, RN, MSN, Med.
Director of Clinical Services
Preferred Care Partners Management Group
5420 West Plano Parkway
Plano, Texas 75093
972-930-8134 - office
214-293-3608 - cell

Ms. Shadoworee Betts, RN, DON
The Inverness Village
3800 W. 71st. St.
Tulsa, Oklahoma 74138
918-388-4265

Wendi Brimmer, Administrator
1400 N. Waverly
Ponca City, Oklahoma 74601
580-762-6668

Personal Reference

Cindy Neptune
2700 Claremont
Bartlesville, Oklahoma 74006
918-333-0542

Ms. Jennifer Lynn
3800 W. 31st. St.
Tulsa, Oklahoma
918-481-9988