

MILDA WALKLEY, RN, BA, COHN-S, CCM, CDMS

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OCCUPATIONAL HEALTH SPECIALIST

Manager with significant experience in occupational health, disability and workers' compensation case management. Successfully completed many special projects.

Offering experience in the following:

- Occupational Health & Safety
- Clinic Operations & Productivity
- Electronic Medical Record System
- Workers' Compensation
- Medical Case / Risk Management
- Travel Health
- Medical Surveillance
- Wellness Programs & Health Fairs
- Policies & Procedure Development
- DOT, FMLA, ADA, OSHA, HIPAA

PROFESSIONAL EXPERIENCE

Comprehensive Health Services, Inc., Vienna VA

2002 - present

PROJECT MANAGER, RAYTHEON, WALTHAM MA

- Manage employer-based occupational health clinic, active interface with EHS.
- Assistant Project Manager for installation of electronic medical system, provide on-site and remote training for 25 locations. Troubleshoot problems. Developed training tools, mainly powerpoint presentations.
- Audit electronic medical record system for proper record keeping of occupational surveillance and compliance programs.
- Provide case management services to international employees including medical evacuations.
- Review and rewrite policies and procedures to reflect current standards and best practices.
- Develop and maintain server-based forms (over 100) library to assure uniformity throughout 25 health centers.

Occupational Health Connections, Inc., Methuen MA

2000 – 2002

MANAGER OCCUPATIONAL HEALTH AND WORKERS' COMPENSATION

- Developed and implemented programs to improve the delivery of occupational health services.
- Case managed disability claims and provided claims review and audits.
- Managed/advised regarding FMLA, ADA, HIPPA and other compliance programs.

Corporate Medical Services, Inc., Woburn MA

1996 – 1999

MANAGER SPECIAL PROJECTS

- Managed occupational health practice and clinician productivity.
- Reviewed medical records and wrote preliminary reports medical-legal cases.
- Supervised front and back office staff and nursing assistants with dotted line responsibility for clinicians.
- Increased new accounts, serviced existing clients.
- Managed on-site occupational health and disability programs.
- Analyzed claims history and design programs to reduce expenditures associated with workplace injuries, illnesses and lost workdays.

CorVel Corporation, Acton MA

1994 – 1996

MANAGER OF CASE MANAGEMENT SERVICES

- Created and developed case management department.
- Supervised case management and utilization review.
- Provided occupational health support.

Blue Cross Blue Shield, Quincy MA

1994 – 1994

SENIOR REHABILITATION CASE MANAGER

- Determined the next appropriate level of care, negotiated rate with provider and transferred patient from the acute hospital.
- Negotiated rates with vendors and suppliers.
- Member of re-engineering committee on cost savings methodology.

Genex, Inc., Burlington MA

1991 – 1994

CASE MANAGER

- Provided on-site case management services for workers' compensation claims.
- Interfaced with insurers and third party administrators.

On Duty, Inc., Arlington MA

1990 – 1995

OCCUPATIONAL HEALTH NURSE

- Part time position at the US Post Office and other manufacturing sites.
- Provided first aid, emergency services and episodic care; followed up for intermediate care and return-to-work assessments.

EDUCATION

BACHELOR OF ARTS IN PSYCHOLOGY, Emmanuel College, Boston, MA

CLINICAL FELLOW, Tufts New England Medical Center, Boston, MA

DIPLOMA IN NURSING, East Orange General Hospital, East Orange, NJ

LICENSURE, CERTIFICATION & PROFESSIONAL ORGANIZATIONS

LICENSED AS REGISTERED NURSE in MA and NJ

CERTIFIED CASE MANAGER (CCM)

CERTIFIED SENIOR DISABILITY MANAGEMENT SPECIALIST (CDMS)

FIRST AID AND AED HEALTHCARE PROVIDER CERTIFIED BY AMERICAN HEART ASSOCIATION

MEMBER OF AMERICAN ASSOCIATION OF OCCUPATIONAL HEALTH NURSES (AAOHN)

VICE PRESIDENT NORTH OF BOSTON OCCUPATIONAL HEALTH NURSES ASSOCIATION

HELD SEVERAL OTHER STATE AND LOCAL NURSING ASSOCIATION OFFICES

COMPUTER EXPERIENCE

PROFICIENT IN MICROSOFT OFFICE 2000, EXCEL, POWERPOINT AND MICROSOFT PUBLISHER AND MEGGATE PRODUCT.

ADDITIONAL EXPERIENCE

OCCUPATIONAL HEALTH NURSE, LFE CORPORATION, CLINTON MA

OCCUPATIONAL HEALTH NURSE, WESTERN ELECTRIC Co., NEWARK NJ

OCCUPATIONAL HEALTH NURSE, WILBUR B. DRIVER WIRE MANUFACTURING Co., KEARNY NJ