

JODI E. MOUTON, MHA, BSN, CGRN

1080 Ballington Drive • Cumming, GA 30041 • (770) 380-5008 • jodi@jodimouton.com

SUMMARY: Over 18 Years Experience in Healthcare / Nursing with a strong emphasis in Quality Improvement, Gastroenterology, and Endoscopy

Employment History

Clinical Specialist – Northside Hospital, Atlanta, GA 2016 – Present

Patient Care Administration

- Monitoring and data analysis regarding Endoscopy Clinical Outcomes for ASGE Endoscopy Unit Recognition Program (EURP) recertification
- Oversee and research current GI evidenced based practice for Northside organization
- Leading organization-wide Dobhoff tube policy review and competency design-redesign including research of current evidence based practice, & new product implementation

Interim Operations Coordinator – Northside Hospital, Cumming, GA 2016 – 2016

GI Services

- Personnel management of 20+ staff members for inpatient and outpatient Endoscopy Labs
- Coordination of all nursing activities between multiple service areas to ensure teamwork and accountability
- Productivity and budget management
- Customer relations with physicians, patients, families, and multiple ancillary departments to ensure efficient daily operations

Clinical Development Specialist – Northside Hospital, Atlanta, GA 2014 – 2016

GI Services

- All Nurse Clinician responsibilities at three hospital locations, Atlanta, Forsyth, & Cherokee
- Development and implementation of first four successful classes of GI Nurse Residency Program
- High Level Disinfection resource for Surgical Services, Outpatient Rehabilitation, and Cardiac Services
- Development and implementation of new employee orientation program
- Successful surveys with The Joint Commission including implementation of many new processes due to newly released guidelines

Nurse Clinician – Northside Hospital, Cumming, GA 2013 – 2014

GI Services

- New employee orientation and training
- Annual staff competency development and skills assessment
- Training staff regarding any new equipment or procedures
- Responsible for ensuring Quality measures are monitored and met
- Serve as a resource for all staff education training needs

Clinical Manager – Bayada Home Health Care, Gainesville, GA 2011 – 2013

Pediatric Skilled Private Duty Nursing

- Case management of 14 medically fragile children over 23 counties in Northeast Georgia
- Management of 50+ RNs & LPNs
- Medicaid authorizations to the state of Georgia and instruction to families regarding appeal process completed at least every 3 months on each client
- Competency skills assessments in the lab and client's home with each client completed on field staff prior to working independently

Registered Nurse – Children's Center for Digestive Healthcare, Atlanta, GA 2010 – 2011

GI Care for Kids Endoscopy Center

- Preoperative, Intraoperative & Postoperative care of pediatric patients

- Assisted with Endoscopies, Colonoscopies, Flexible Sigmoidoscopies, Video Capsule Endoscopies, Foreign Body Removals, Rectal Suction Biopsies, and performed Gastrostomy Tube Button Changes.
- Assisted in developing Policies & Procedures and developed chart documentation for new Pediatric Endoscopy Center
- Responsible for data collection & analysis of QI Studies
- Appointed Safety Officer for office

Registered Nurse – Children’s Healthcare of Atlanta at Egleston, Atlanta, GA 2005 – 2010

Pediatric Cardiology at Sibley Heart Center

- Cared for pediatric patients with heart defects, cardiac arrhythmias, pacemakers, and heart transplants
- Managed chest tubes, internal and external pacemakers
- Responsible for discharge teaching including care of G-tubes, PICC lines, and placement and care of NG tubes
- Provided patient and family education regarding in home administration of numerous medications
- Experience in Hematology/Oncology, and Medical/Surgical pediatric patients

Unit Secretary – Children’s Healthcare of Atlanta at Scottish Rite, Atlanta, GA 2002 – 2005

Pediatric Intensive Care Unit

- Responsible for order transcription and assisted physicians with reports or results during patient rounds
- Scheduled tests and procedures, answered phones, and requested records from other hospitals
- Arranged ambulance transfers
- Provided customer service
- Assisted family members

Unit Secretary – Riverside Medical Center, Kankakee, IL 1995 - 2002

- Responsible for order transcription and assisted physicians with reports or results during patient rounds
- Scheduled tests and procedures, answered phones, and requested records from other hospitals
- Arranged ambulance transfers
- Provided customer service
- Assisted family members
- Experience in Pediatrics, Obstetrics, Telemetry, Intensive Care, and Medical/Surgical units

Insurance Biller – Doreena McBride, MD, Bourbonnais, IL 1998 – 1999

- Provided office assistance in a busy Pediatrician’s office
- Responsible for billing insurance companies for doctor’s hospital and office services
- Followed-up with companies for non-payment or incomplete payment issues
- Responded to insurance questions from parents

Emergency Medical Technician – American Medical Response, Hickory Hills, IL 1996 – 1997

- Transported patients to and from dialysis appointments and between facilities
- Responded to basic life support emergency calls in the Chicagoland area

Special Qualifications / Skills / Certifications

- Society of Gastroenterology Nurses and Associates, Inc. (SGNA) Annual Course Speaker, 2015, 2016; Program Committee Member 2016 – 2017
- Georgia Society of Gastroenterology Nurses and Associates, Inc. (GASGNA) Director at Large, 1st Year 2017; Northern Division Chair – Elect 2017
- Certified Gastroenterology Registered Nurse, 2015
- Advanced Cardiac Life Support, 2017
- Pediatric Advanced Life Support, 2015
- Registered Nurse, 2005
- Paramedic License, 1997
- Illinois Sexual Assault Crisis Advocate, 1998
- Training Assistant in Epic computer software
- Organized with excellent time-management skills
- Multi-task oriented and works well under pressure

- Easily adapts to change and learns new tasks quickly

Technical / Office Skills

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Provation MD & MCG Software
- Epic EHR Software

Education

- **Walden University**, Minneapolis, MN
Masters in Healthcare Administration, 2015
- **Brenau University**, Gainesville, GA
Bachelors of Science in Nursing Degree, 2005
- **Kankakee Community College**, Kankakee, IL
Associates in Applied Science Degree - Paramedic Supervision, 1997
- **Southeastern Louisiana University**, Hammond, LA
Completed nursing prerequisites
- **Cooper City High School**, Cooper City, FL
Diploma, 1992