

Stokes-Reynolds Memorial Hospital, Inc.
Hospital Operations Committee Member Application

Last Name Collins First Name Gregory Initial A

Home Address 3188 Horseshoe Rd Westfield, NC 27053

Home # (336) 351-4734 Cell (336) 414-7165 E-Mail Address gcollins203@yahoo.com

Why would you be interested in serving on the Hospital Operations Committee? Provide a unique perspective as a client, community leader and as a part-time nurse employee that would help promote this hospital. Also EMS perspective

What is your business experience? Stokes County EMS Director (retired)

What is your healthcare experience? Paramedic since 1982, Registered nurse since 1994

Additional comments, if desired: _____

Greg Collins
Signature of Applicant

Greg Collins
Typed/Printed Name of Applicant

7/28/2020
Date

Feel free to include a copy of your resume if you wish.

Interested parties should submit their application by Monday, August 3, 2020. You may mail the application to LifeBrite Community Hospital of Stokes, Attn: Administration, PO Box, 10, Danbury, NC 27016, fax to (336) 593-5350 or email the application to kblaylock@lifebritestokes.com. Feel free to contact Kristi Blaylock with any questions at (336) 593-5311 or at the email address above.

Stokes-Reynolds Memorial Hospital, Inc.
Hospital Operations Committee Member Application

Last Name Shelton First Name Olivia Initial N

Home Address 602 N Main St Danbury, 27016

Home # 336-593-9666 Cell 336-416-8075 E-Mail Address onshelton@gmail.com

Why would you be interested in serving on the Hospital Operations Committee? I've served on the Stokes-Reynolds Board in the past. We have birthed three sons there, have had ^{GP} doctors and PT from there, have volunteered in the

What is your business experience? I've balanced the books ^{"non-skilled"} for three sons to attend a private college on two teachers salaries... with no debt incurred.

^{in Danbury} In addition, I've served on the Partnership for Children Board, Arts Council Board, the Town of Danbury Council, the Danbury Community Church Board. All had financial responsibilities, even taxing ones.

What is your healthcare experience? I have no direct healthcare experience aside from family. I have spent a great deal of time in such settings as a surgical patient and with family members.

Additional comments, if desired: I truly believe we can make "the" - OUR - hospital fiscally balanced. But we will not do it without changes to the entire structure of healthcare in America. I believe that my work experience in schools, through organizations, and as a music director in churches throughout the county gives me a good understanding of our Stoco folks.

Olivia Nelson Shelton
Signature of Applicant

Olivia Nelson Shelton
Typed/Printed Name of Applicant

07/28/20
Date

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**Stokes-Reynolds Memorial Hospital, Inc.
Hospital Operations Committee Member Application**

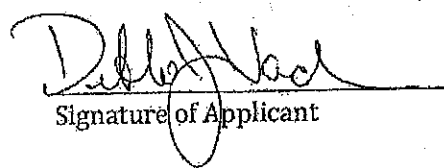
Last Name Vaden First Name Debbie Initial J.
Home Address 3359 Moores Spring Rd Westfield NC 27053
Home # 593-8242 Cell 614-987-6257 E-Mail Address dvaden13@yahoo.com

Why would you be interested in serving on the Hospital Operations Committee? I was borned @ Stokes Reynolds. The hospital is a great asset to the County. I feel my background in Healthcare & business would bring strong knowlegde to the board.

What is your business experience? 20 years in Hospital Recruitment & Staffing. VP of Staffing Company that staffed military hospitals/ billing revenue between 20 & 30 million dollars per year

What is your healthcare experience? I'm a BSN/RN, I worked ICU for 8 yrs prior to getting into managment. I still work around 100 hours per year as a per nurse in family practice.

Additional comments, if desired: I would be honored if chosen to be on this committee.


Signature of Applicant

Debbie J. Vaden
Typed/Printed Name of Applicant

7/29/20
Date

Feel free to include a copy of your resume if you wish.

Interested parties should submit their application by **Monday, August 3, 2020**. You may mail the application to LifeBrite Community Hospital of Stokes, Attn: Administration, PO Box, 10, Danbury, NC 27016, fax to (336) 593-5350 or email the application to kblaylock@lifebritestokes.com. Feel free to contact Kristi Blaylock with any questions at (336) 593-5311 or at the email address above.

**Stokes-Reynolds Memorial Hospital, Inc.
Hospital Operations Committee Member Application**

Last Name Walker First Name Kimberly Initial L.
Home Address 204 E. Dutton Rd. King, NC 27021
Home # _____ Cell 336-343-3230 E-Mail Address Kimberly.L.Walker@yahoo.com

Why would you be interested in serving on the Hospital Operations Committee? As a Stokes County Resident, I am concerned with the healthcare agencies that service our communities, to ensure everyone receives the best, most affordable care available.

What is your business experience? Please see attached Resume

What is your healthcare experience? Please see attached Resume

Additional comments, if desired: _____

Kimberly Walker
Signature of Applicant

Kimberly Walker
Typed/Printed Name of Applicant

August 1, 2020
Date

Feel free to include a copy of your resume if you wish.

Interested parties should submit their application by Monday, August 3, 2020. You may mail the application to LifeBrite Community Hospital of Stokes, Attn: Administration, PO Box, 10, Danbury, NC 27016, fax to (336) 593-5350 or email the application to kblaylock@lifebritestokes.com. Feel free to contact Kristi Blaylock with any questions at (336) 593-5311 or at the email address above.

Kimberly Walker

204 E. Dalton Rd. King, NC 27021

kimberlyl.walker@yahoo.com – 336-343-3230

- Committed to providing the highest possible standards of Customer Service and client support.
- Excellent Customer Relationship Management
- Proven ability to train, supervise and evaluate others. Self-starter; can be depended on to complete a task under minimal supervision.
- Strong problem-solving, organization, interpersonal and written/verbal communication skills
- Ability to proactively manage multiple responsibilities and to maintain a heavy workload.
- Flexible, adaptable and able to manage changing priorities

Work Experience

Office Manager

Slate Funeral Home, King, NC March 2018 to Present

Process sales contracts into on-line program according to policies and procedures

Enter at-need and pre-need contracts (follow up on corrections/changes as needed)

Conduct period end reconciliation.

Prepare invoices for customers.

Process refunds as required.

Act as a reference for Funeral Directors on contract completion.

Process payables as required (batching to support office, paying cash advances)

Receivables.

Process cash and receipts into on-line program according to policies and procedures.

Daily receiving, receipting, posting, depositing and period reconciliation of cash

Conduct banking activities as required.

Review timesheets calculate hours.

Review and process all required documentation and perform day-to-day administrative duties for funeral services/ burials and/or cremations in accordance with policies and procedures.

File and maintain customer information for both new business and previous customers.

Order and maintain office supplies, stationery, funeral service supplies, and other collateral

Read email and redirect to appropriate staff.

Reception duties as needed (greet families, answer phones, update websites)

Handle incoming and outgoing mail and couriers.

Gather/send monthly accounting reconciliation/period end packages.

Process insurance assignment of benefits and pre-need insurance purchases

Assist with removals of deceased from place of death.

Assist with visitations and funeral services as required.

Dressing, casketing, and doing cosmetics of decedent as required.

Any other duties as directed by management.

Office Manager/Funeral Assistant/Certified Cremator Operator

Walker's Funeral Home, Chapel Hill, NC, January 4, 2016 to February 2018

Process sales contract into ledger

Prepare invoices for customers.

Trust Administration – processing at-need contracts and ensure deliveries done on a timely basis

Maintain contract logs for at need, pre-need, and interment.

Act as a reference for Funeral Directors on contract completion.

Identify incorrect contracts and advise Funeral Director and/or Location Manager

Prepare invoice batches and ensure invoices are paid. Follow up on unpaid invoices.

Receivables:

Process cash and receipts into ledger according to policies and procedures.

Daily receiving, receipting, posting, depositing and period reconciliation of cash

Conduct banking activities as required.

Review and process all required documentation and perform day-to-day administrative duties for funeral services/ burials and/or cremations in accordance with policies and procedures.

File and maintain customer information for both new business and previous customers.

Assist Location Manager with audit response preparation, ensuring responses are complete, accurate, and on time.

Order and maintain office supplies, stationery, funeral service supplies, and other collateral

Read email and redirect to appropriate staff.

Reception duties as needed (greet families, answer phones, update websites)

Handle incoming and outgoing mail and couriers.

Process insurance assignment of benefits and pre-need insurance purchases

Assist with removals of deceased from place of death.

Assist with visitations and funeral services as required.

Dressing, casketing, and doing cosmetics of decedent as required.

Any other duties as directed by management.

Business Office Manager

Norris Funeral Services, Inc. and Crematory, Danville, VA May 2013 to December 2015

Process sales contracts into on-line program according to policies and procedures

Enter at-need and pre-need contracts (follow up on corrections/changes as needed)

Conduct period end reconciliation.

Prepare invoices for customers.

Process refunds as required.

Trust Administration – processing at-need contracts and ensure deliveries done on a timely basis

Maintain contract logs for at need, pre-need and interment.

Act as a reference for Funeral Directors on contract completion.

Identify incorrect contracts and advise Funeral Director and/or Location Manager

Prepare invoice batches and ensure invoices are paid. Follow up on unpaid invoices. Run

purchase verification\reports for centrally billed vendors.

Reconcile, cash advances

Process payables as required (batching to support office, paying cash advances).

Ensure PO's are applied, obtain proper levels of authority, code appropriately, and follow up on unpaid invoices.

Verification of payables – run verification reports, reconcile supplier statements, weekly review of check register/reconciliation, code invoices and update vendor files.

Receivables:

Process cash and receipts into on-line program according to policies and procedures.

Daily receiving, receipting, posting, depositing and period reconciliation of cash

Conduct banking activities as required.

Review timesheet/timecards, calculate hours, obtain LM authorization, and enter in to e-payroll

Review and process all required documentation and perform day-to-day administrative duties for funeral services/ burials and/or cremations in accordance with policies and procedures.

File and maintain customer information for both new business and previous customers.

Assist Location Manager with audit response preparation, ensuring responses are complete,

accurate, and on time.

Order and maintain office supplies, stationery, funeral service supplies, and other collateral

Read email and redirect to appropriate staff.

Reception duties as needed (greet families, answer phones, update websites)

Handle incoming and outgoing mail and couriers.

Gather/send monthly accounting reconciliation/period end packages.

Process insurance assignment of benefits and pre-need insurance purchases

Human Resources administration including completing Payroll Status Change Forms (PSCF), processing new hire paperwork, benefits enrollment forms, background checks, maintaining employee files and other confidential files.

Assist with removals of deceased from place of death.

Assist with visitations and funeral services as required.

Dressing, casketing, and doing cosmetics of decedent as required.

Any other duties as directed by management.

Staffing Supervisor/Recruiter

Mega Force Staffing, Eden, NC, December 2012 to May 2013

Work directly with the management team to assess the hiring needs and create requisitions.

Review and select candidates based on qualifications through telephone and personal interviews; coordinate activities relating to interview evaluations, pre-employment testing, reference checking, and department decision on final offer.

Client development: develop and grow client base for temporary, project and/or full-time staffing solutions.

Candidate development: Recruit, interview and identify temporary, project and temporary to hire opportunities for candidates.

Placement activities: Select well-matched candidates to fulfill client job orders and maintain ongoing contact with clients and candidates currently on assignment to ensure both receive exceptional customer service.

Resolve any customer service issues quickly and efficiently to maintain the highest level of customer satisfaction.

Lead Patient Support Representative

Resource Corporation of America, Rutherfordton, NC, November 2007 to December 2012

Generate and review in-house census for all self-pays and liabilities.

Screen all self-pays for determination of possible third-party assistance such as Medicaid and Disability/SSI and charity care.

Complete 3rd party assistance applications with patient and/or family and assist patient in obtaining necessary documents to complete application.

Schedule agency appointments for patients.

Contact and educate patient throughout application process to discuss the status and progress of the application.

Maintain contact with any third-party payer and act as a liaison between patients and any and all agencies.

Update the patient's file and appropriate computer systems each time the account is worked.

Assist with the completion of daily, weekly, and monthly reports. Assist patients and hospital staff with inquiries.

Complete home and government agency visits as needed.

Assisted in obtaining contract for additional RCA services of Liens and Liabilities at Rutherford Regional Medical Center.

Assisted in the development of the Liens workflow process, and training on site staff.

Education

B.A. in Business Administration
Converse College - Spartanburg, SC
2001

Certificate in Graphic Arts
RD Anderson Applied Technology Center - Moore, SC
1986

Skills

Corel WordPerfect, Corel Paint Shop Pro, AS400, Microsoft Office (Word, Excel, Publisher, and Outlook, Meditech, Medical Records, Billing, Customer Service, Data Entry, Human Resources.

Stokes-Reynolds Memorial Hospital, Inc.
Hospital Operations Committee Member Application

Last Name Young First Name Dwayne Initial R

Home Address 1387 Hart Road Lawsonville North Carolina 27022

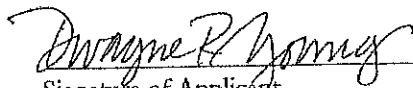
Home # 336.593.2382 Cell # 336.409.7001 E-Mail Address y_dwayne@hotmail.com

Why would you be interested in serving on the Hospital Operations Committee? I am a life-long resident of Stokes County and desire to see rural healthcare succeed in the face of many challenges. I believe I will bring valuable experience to the table.

What is your business experience? My business experience coincides with my healthcare experiences as a top level manager with Guilford County Emergency Services for 20 years. I managed the billing operations as well as the OSHA and privacy compliance for the entire department (See Resume).

What is your healthcare experience? I have served in many roles in the healthcare setting including field provider/paramedic, administrative officer/manager, clinical research coordinator, hospital liaison, disaster coordinator, and safety compliance and privacy officer. (See Resume).

Additional Comments, if desired: I am a former respiratory care technician under the Stokes-Reynolds name as well as a former board member during the Baptist Hospital tenure. Additional information may be found in my resume/curriculum vitae.


Signature of Applicant

Dwayne Ronald Young
Typed/Printed Name of Applicant

July 31, 2020
Date

Feel free to include a copy of your resume if you wish.

Interested parties should submit their application by Monday, August 3, 2020. You may mail the application to LifeBrite Community Hospital of Stokes Attn: Administration, PO Box 10, Danbury, NC 27016, fax to (336) 593-5350 or email the application to kblaylock@lifebritestokes.com. Free free to contact Kristi Blaylock with any questions at (336) 593-5311 or at the email address above.

Dwayne Ronald Young

1387 Hart Road – Lawsonville – North Carolina -
27022 | 336.409.7001 | y_dwayne@hotmail.com

OBJECTIVE

To apply for the Stokes-Reynolds Memorial Hospital, Inc. Community Hospital Operations Committee Membership

SKILLS & ABILITIES

Paramedic, May 1992 through March 2014

Previous credentials in BTLS, PALS, ACLS, PHTLS, BLS

Proficient in Microsoft Office and various other computing related tasks

Team leadership and Project Coordination

EXPERIENCE

- | | |
|---|--|
| June 1990 to Summer of 1996 | Emergency Medical Technician, <i>Stokes County EMS</i> <ul style="list-style-type: none">• Worked part time employment as an EMT and eventually credentialed as a paramedic upon completion of all educational requirements |
| Summer of 1992 to
Approximately Summer of 1995 | Respiratory Care Technician, <i>Stokes-Reynolds Memorial Hospital</i> <ul style="list-style-type: none">• Worked part time employment in respiratory with primary responsibilities of emergency department patient care, in patient care, and on-call duties |
| January 1994 to May 1996 | Paramedic, <i>Guilford County Emergency Medical Services</i> <ul style="list-style-type: none">• Worked full time employment as a paramedic until future promotion; responsible for daily patient care in austere environments in a high volume, high efficiency EMS system. |
| May 1996 to November 1998 | Assistant Training Officer, <i>Guilford County Emergency Medical Services</i> <ul style="list-style-type: none">• Assigned various administrative duties as well as assist with the continuing education of 200+ paramedics and |

administrators in the areas of prehospital emergency care, OSHA compliance, and disaster response.

November 1998 to December 2012 (Retired)

Emergency Services Manager – Planning and Research,
Guilford County Emergency Services

- Responsible for the management of OSHA and Departmental compliance with all appropriate Local, State, and Federal laws governing patient care, privacy, and safety.
- Responsible for the oversight of the ambulance billing operations and associated contractual arrangements for collections
- Coordinate department clinical research efforts with various higher learning institutions
- Coordinate disaster response efforts both locally and regionally with state and federal agencies

April 2015 to July 2016

Assistant Pastor, *Lawsonville Baptist Church*

- Coordinate Youth activities including Vacation Bible School
- Assist the pastor in any appropriate efforts and events.

July 2016 to present

Pastor, *New Birth Baptist Church*

- Lead pastor of a small church in Walnut Cove, NC

EDUCATION

August 1988 To May 1992

BS, Emergency Medical Services, Cullowhee, NC, *Western Carolina University, Summa cum Laude, Honor Graduate*

September 2008 to May 2016

MTh, Masters of Theology, Danbury, NC, *Gateway Bible College, Summa cum Laude*

CURRICULUM VITAE

Aborted infarction: the ultimate myocardial salvage.

Dowdy L, Wagner GS, Birnbaum Y, Clemmensen P, Fu Y, Maynard C, Menown I, Sejersten M, **Young D**, Johanson P, Barbagelata A. *Am Heart J*. 2004 Mar;147(3):390-4. doi: 10.1016/j.ahj.2003.10.008.PMID: 14999184

Paramedics as decision makers on the activation of the catheterization laboratory in the presence of acute ST-elevation myocardial infarction.

Young DR, Murinson M, Wilson C, Hammond B, Welch M, Block V, Booth S, Tedder W, Dolby K, Roh J, Beaton R, Edmunds J, Young M, Rice V, Somers C, Edwards R, Maynard C, Wagner GS. *J Electrocardiol*. 2011 Jan-Feb;44(1):18-22. doi: 10.1016/j.jelectrocard.2010.06.010. Epub 2010 Sep 15.PMID: 20832811

The stability of the ST segment estimation of myocardial area at risk between the prehospital and hospital electrocardiograms in patients with ST elevation myocardial infarction.

Bouwmeester S, van Hellemond IE, Maynard C, **Young D**, Bethea C, Gorgels A, Wagner GS. *J Electrocardiol*. 2011 May-Jun;44(3):363-9. doi: 10.1016/j.jelectrocard.2010.11.013. Epub 2011 Feb 3.PMID: 21295313

Effectiveness of prehospital continuous positive airway pressure in the management of acute pulmonary edema.

Hubble MW, Richards ME, Jarvis R, Millikan T, **Young D**. *Prehosp Emerg Care*. 2006 Oct-Dec;10(4):430-9. doi: 10.1080/10903120600884848.PMID: 16997770

The failure of years of experience with electrocardiographic transmission from paramedics to the hospital emergency department to reduce the delay from door to primary coronary intervention below the 90-minute threshold during acute myocardial infarction.

Vaught C, **Young DR**, Bell SJ, Maynard C, Gentry M, Jacobowitz S, Leibrandt PN, Munsey D, Savona MR, Wall TC, Wagner GS. *J Electrocardiol*. 2006 Apr;39(2):136-41. doi: 10.1016/j.jelectrocard.2005.12.002.PMID: 16580408

The future of STEMI response.

Lipton JA, Strauss DG, **Young D**, Sejersten M, Maynard C, Vaught C, Versteeg D, Munsey D, Albright JL, Leibrandt PN, Bell S, Jacobowitz S, Wall T, Wagner G. *JEMS*. 2006 Jul;31(7):S8-12.PMID: 16886296 .

Effectiveness of prehospital wireless transmission of electrocardiograms to a cardiologist via hand-held device for patients with acute myocardial infarction (from the Timely Intervention in Myocardial Emergency, NorthEast Experience [TIME-NE]).

Adams GL, Campbell PT, Adams JM, Strauss DG, Wall K, Patterson J, Shuping KB, Maynard C, **Young D**, Corey C, Thompson A, Lee BA, Wagner GS. *Am J Cardiol*. 2006 Nov 1;98(9):1160-4. doi: 10.1016/j.amjcard.2006.05.042. Epub 2006 Aug 31.PMID: 17056318

Overcoming barriers to developing seamless ST-segment elevation myocardial infarction care systems in the United States: recommendations from a comprehensive Prehospital 12-lead Electrocardiogram Working Group.

Frendl DM, Palmeri ST, Clapp JR Jr, Hampton D, Sejersten M, **Young D**, Drew B, Farrell R, Innes J, Russell J, Rowlandson GI, Purim-Shem-Tov Y, Underhill BK, Zhou S, Wagner GS; Journal of Electrocardiology Prehospital 12-lead ECG Working Group. J Electrocardiol. 2009 Sep-Oct;42(5):426-31. doi: 10.1016/j.jelectrocard.2009.03.011. Epub 2009 May 15. PMID: 19446840

Have we made progress in reducing time to reperfusion in the management of acute myocardial infarction? A last decade overview. The potential key role of wireless electrocardiographic transmission.

Young D, Barbagelata A, Wagner G. J Electrocardiol. 2005 Oct;38(4 Suppl):94-5. doi: 10.1016/j.jelectrocard.2005.06.017. PMID: 16226081

Comparison of the ability of paramedics with that of cardiologists in diagnosing ST-segment elevation acute myocardial infarction in patients with acute chest pain.

Sejersten M, **Young D**, Clemmensen P, Lipton J, VerSteeg D, Wall T, Maynard C, Wagner G. Am J Cardiol. 2002 Nov 1;90(9):995-8. doi: 10.1016/s0002-9149(02)02685-1. PMID: 12398970