



*Caryn L. Brown*

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## *Curriculum Vitae*

### *Education/Degrees/Certificates*

New Hampshire Technical Institute  
31 College Drive  
Concord, N.H. 03301  
1986-1988

Associate of Science with degree in Nursing (Registered Nurse)

- Active Multi State Compact License

Vicki Milazzo Institute  
2476 Bolsover Street  
Houston, T.X. 77005  
June 2003

Certified Legal Nurse Consultant (CLNC)

- Instructed by the pioneer of CLNC's, Vicki Milazzo
- Active Certificate

Kaplan University  
550 West Van Buren Street, 7<sup>th</sup> Floor  
Chicago, IL 60607  
2007-2008

Completed the courses for the Life Care Planning Certification Program through Kaplan University; however I have not become certified

- Instructed by the pioneer of LCP, Paul Deutsch

## Professional Experience

2003 - Present

Owner  
A.A.U. Medical-Legal Consulting  
101 Elm Avenue  
Antrim, N.H. 03440  
603-325-2258

**RESPONSIBILITIES:** Review medical records and screen cases for merit; analyze records for deviations from both medical and nursing standards of care; identify additional documents that are vital to the case; organize and summarize medical records; prepare narrative reports, chronologies, charts and educational material; research and provide authoritative literature to bolster the attorneys position; assist in preparing interrogatories; assist with deposition, mediation and trial; locate expert witnesses.

2004-2005

Office Manager  
Denise Winings, M.D.  
Londonderry, NH 05148  
603-347-3900

**RESPONSIBILITIES:** In this family practice, I was responsible for the successful coordination of the daily operation of the office. My duties include, but were not limited to, the management of 9 employees. I oversaw the billing, patient triage, patient scheduling and all clinical procedures. I provided training to employees and assisted with the conversion to an electronic medical record system. I also identified and corrected deficiencies within the office to ensure OSHA, CLIA and HIPPA compliance.

2002-2004

Staff R.N.  
Farnum Rehab Unit  
Cheshire Medical Center  
Court Street  
Keene, N.H. 03431  
603-354-6631

**RESPONSIBILITIES:** Charge nurse approximately 50% of the time. Duties for that include delegating and overseeing the care of all the patients on our 22-bed unit. I am in charge of up to 3 staff members. In this role I am responsible for receiving and giving detailed reports to the previous and upcoming charge nurse. Additionally I give guidance and direction to the other staff members to ensure proper care of our patients. In addition I am a staff nurse. I am responsible for all the care of up to 10 patients. Including, but not limited to patient assessment, education, IV insertion and maintenance & medication administration. We do provide services in a team approach. In this role it is necessary for me to be a critical thinker, maintain good organization skills, and maintain knowledge of medical-ethical issues, patient confidentiality & HIPPA regulations.

1994-2002

Office R.N./Billing & Coding  
Peter L. Forssell, M.D.  
454 Old street Road  
Peterborough, N.H. 03458  
603-924-3397

**RESPONSIBILITIES:** As office nurse of this very busy Internal Medicine and Gastroenterology office, my duties included, but were not limited to, patient assessment, phone triage, patient education, documentation, chart review and maintenance & assisting the M.D. with a variety of procedures. Additionally I was responsible for all the medical insurance processing and investigating, managed care claims and issues, accounts payables and receivables, collections, payroll & reviewing and monitoring of monthly reports. I was instrumental in assisting the doctor go from paper claims & billing to using a medical office computer system. I also developed numerous flow sheets, reports & teaching aids. I took part in all the interviewing and hiring processes of each new employee as well as training of those employees. It was necessary for me to stay updated on the current ICD-9 & CPT code changes. Additionally I assisted in the research of the HIPPA regulations and the impact it would have on this office.

1992-1994

Office R.N.  
Monadnock Regional Pediatrics  
454 Old Street Road  
Peterborough, N.H. 03458  
603-924-7101

**RESPONSIBILITIES:** As office nurse in this busy 4-physician practice, I worked directly with the physicians to maintain the flow of our patients. My duties included, but were not limited to phone assessment & triage, direct patient assessment and history taking, education, & documentation. In addition I wrote a variety of pediatric-medically related articles, and I worked directly with the Physicians to develop a phone triage policy & procedure manual for this office. I also initiated and maintained the medical staff schedule.

1988-1991

Staff R.N.  
Medical/Surgical & Oncology  
Cheshire Medical Center  
Court Street  
Keene, N.H. 03431

**RESPONSIBILITIES:** As staffs nurse I was responsible for all the care of my assigned patients. Including, but not limited to, physical assessment, history taking, education, documentation, IV insertion & maintenance, medication administration and monitoring, and assisting physicians with a variety of procedures. Along with the routine duties of staff nurse I also acted as charge nurse when I was called on. I assisted with the new documentation procedures during the accreditation process and was on the committee that developed the patient care plans on the computer. I was also instrumental in starting up the new Oncology Unit and was a member or the "Nurse Oncology Group".

## *Professional Memberships*

NACLNC (National Alliance of Legal Nurse Consultants) – Member since 2003

AALNC (American Academy of Legal Nurse Consultants) – Member 2007-2009

ANA (American Nurses Association) – Member since 2007

IALCP (International Academy of Life Care Planners) – Student Membership 2007

## *Professional Awards/Recognition*

2007 NACLNC award recipient for the “Best Case Report”

- Report included a factual summary/chronology and defendant deposition prep for a rectal cancer case

*References Available Upon Request*

