

# Carol A. Moor

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## Qualifications

- ◆ Innovative professional with 18 years of therapy expertise in a variety of settings.
- ◆ Exceptional leadership, management, oral/written communication, interpersonal skills.
- ◆ Thrive in both collaborative and independent work environments.
- ◆ Known for streamlining, consolidating and organizing workspace and creating a team environment.
- ◆ Proactive leader with excellent communication and conflict resolution skills.
- ◆ Strong interest in educating team members for treatment continuity.
- ◆ Proficient in the use of various computer programs and applications.

## Education

**Masters of Science** Occupational Therapy ◆ University of Minnesota ◆ January 2000  
**Bachelor of Science** Child Development Family Science ◆ North Dakota State University  
Dean's List ◆ National Dean's List ◆ Golden Key Honor Society

## Employment **Self-employed, Missing Link Occupational Therapy Services, PLC**

July 2015 to present

- ◆ Provide quality, medically based treatment approaches with pediatric clients
- ◆ Effectively communicate with families, physicians, case managers
- ◆ Collaborate with interdisciplinary team members
- ◆ Manage day to day office operations
- ◆ Manage medical billing/payments with multiple health insurance companies

## **Contracted Occupational Therapist Registered/Licensed** ◆ Montpelier Public Schools November 2015-August 2017

- ◆ Provided superior therapy to children ages 5 through 12
- ◆ Facilitated open communication with interdisciplinary team members
- ◆ Managed a schedule with 30+ clients in 5 different locations
- ◆ Facilitated client, teacher, and family education and communication
- ◆ Directed paraprofessionals in appropriate therapeutic care
- ◆ Educated teams regarding occupational therapy treatment modalities
- ◆ Provided accurate billing records

## **Occupational Therapist Registered/Licensed** ◆ Eden Central School January 2008-June 2015

- ◆ Provided superior therapy to children from birth through 21 in 8 locations
- ◆ Facilitated open communication with interdisciplinary team members
- ◆ Developed a series of dictation templates
- ◆ Managed a schedule with 50+ clients
- ◆ Facilitated client, teacher, and family education and communication

- ◆ Directed paraprofessionals in appropriate therapeutic care
- ◆ Educated teams regarding occupational therapy treatment modalities
- ◆ Provided accurate billing records for Medicaid reimbursement

**Occupational Therapist Registered/Licensed** ◆ Copley Hospital  
August 2006-January 2008

- ◆ Provided superior therapy to children from birth through 21 in 8 locations
- ◆ Facilitated open communication with interdisciplinary team members
- ◆ Developed a series of dictation templates
- ◆ Developed and presented an in-service for teachers
- ◆ Initiated discussions on continuity of services within pediatric department

**Rehab Manager/ Occupational Therapist Registered/Licensed** ◆ Kindred Healthcare  
July 2005-August 2006

- ◆ Provided quality occupational therapy to LTC and sub-acute rehab residents
- ◆ Supervised performance and ensured quality care of 4 multidisciplinary staff members
- ◆ Reported daily operations to corporate office on weekly basis
- ◆ Performed monthly chart audits for accuracy, thoroughness
- ◆ Provided precise billing invoices
- ◆ Managed staffing shortages, vacation coverage
- ◆ Administered departmental budget in support of Kindred's business plan
- ◆ Managed Medicare categories on daily basis
- ◆ Justified monthly profit and loss statements
- ◆ Completed management training program
- ◆ Received company recognition for second largest jump in gross profit margin for 2005 in Northeast region

**Occupational Therapist Registered/Licensed** ◆ Kindred Healthcare  
February 2005-August 2006

- ◆ Provided quality therapy services in 5 different locations, often several different buildings in one day
- ◆ Evaluated and determined appropriate care plan for residents
- ◆ Utilized clinical problem solving skills on daily basis
- ◆ Designed adaptive equipment for little or no money
- ◆ Splint fabrication
- ◆ Facilitated open communication with family, residents and staff

**Occupational Therapist Registered/Licensed** ◆ Detroit Lakes Public Schools  
December 2003- February 2005

- ◆ Supervised occupational therapy program and staff
- ◆ Organized, coordinated nationally known speaker for continuing education course with 80 participants
- ◆ Performed evaluation/goal writing for 6 to 21 year olds
- ◆ Contributed as an interdisciplinary team member in 7 different settings
- ◆ Facilitated client, teacher, and family education and communication
- ◆ Directed paraprofessionals and COTA in appropriate therapeutic care

- ◆ Provided medical justification for adaptive equipment
- ◆ Supervised appropriate Medical Assistance billing

**Occupational Therapist Registered/Licensed** ◆ Detroit Lakes Public Schools Early Childhood Intervention

February 2003 – December 2003

- ◆ Standardized evaluation/goal writing for birth to five year olds
- ◆ Contributed as an interdisciplinary team member in 10 different settings
- ◆ Directed paraprofessionals in appropriate therapeutic care
- ◆ Facilitated client, teacher, and family education and communication
- ◆ Conducted 1:1 and group therapy with children

Employment Continued

**Occupational Therapist Registered/Licensed** ◆ St. Mary's Regional Health Center

February 2000 – February 2003

- ◆ Treatment and discharge planning for inpatient, outpatient and Home Health from pediatrics to elderly
- ◆ Organized, coordinated Physical Agent Modalities course for regional occupational therapists with 25 participants
- ◆ Contributed as an interdisciplinary team member
- ◆ Standardized evaluation/goal writing
- ◆ Facilitated patient and family education
- ◆ Splint fabrication

**Occupational Therapist Registered/Licensed** ◆ Fargo Public Schools

February 2000 – August 2001

- ◆ Standardized evaluation/treatment planning for kindergarten through 5th grade
- ◆ Directed paraprofessionals in appropriate therapeutic care
- ◆ Facilitated open communication with parents and staff
- ◆ Conducted 1:1 therapy with children

Special Training

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| ◆ SI Toolkit for Teachers                        | ◆ Physical Agent Modalities                |
| ◆ Tri-Release Therapy                            | ◆ Reiki                                    |
| ◆ Visual/Vestibular Assessment/Intervention      | ◆ CVI                                      |
| ◆ Asperger's Assessment/Intervention             | ◆ TEACCH                                   |
| ◆ Toilet Training for Children with Disabilities | ◆ MNRI                                     |
| ◆ Trauma effects on development                  | ◆ Technology and impacts on brain function |
| ◆ Business management training                   |  |