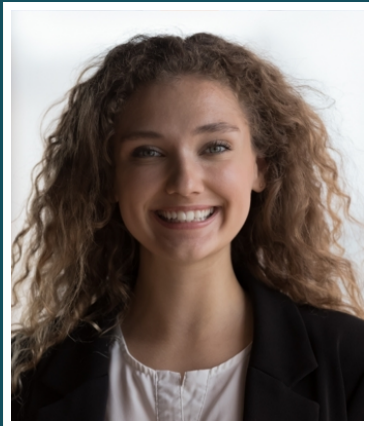




Brooke Everett

Associate Occupational Therapy

Certified Occupational Therapy Assistant with 6 years of experience in rehabilitation and skilled nursing settings, maintaining a 98.25% billing accuracy rate by cross-referencing insurance guidelines with treatment codes before submission. Skilled in patient progress documentation, adaptive equipment fitting, and caregiver education across caseloads spanning outpatient therapy, post-acute rehab, and long-term care environments.

CONTACT INFORMATION



(828) 555-0111



brooke.everett@example.com



Morganton, NC 12345

EDUCATION

- Associate in Applied Science (AAS)
Occupational Therapy Assistant
2018 - 2020
Asheville-Buncombe Technical
Community College, Asheville, NC

KEY SKILLS

- ADL Retraining
- Adaptive Equipment Fitting
- Medical Records System
- Microsoft Excel
- HIPAA Compliance
- Insurance Billing Guidelines
- Patient Progress Documentation
- Therapeutic Exercise Programs
- Assistive Device Training
- Evidence-Based Practice

PROFESSIONAL EXPERIENCE

Associate Occupational Therapy | 2023 - Present
Catawba Valley Rehabilitation Services, Morganton, NC

- Documented an average of 11 patient progress notes per day for a caseload of 9 patients per shift, recording behavioral observations, functional status, and treatment responses in the medical records system.
- Maintained a 98.25% billing accuracy rate by cross-referencing insurance guidelines with treatment codes before submitting each charge.
- Delivered 14 family education sessions per month covering adaptive equipment use, home safety modifications, and basic living skills for post-discharge care.
- Communicated with OTs, physical therapists, and nursing staff to adjust treatment plans within 4 hours of observing changes in patient attitudes or tolerance levels.

Certified Occupational Therapy Assistant | 2021 - 2023
Foothills Senior Care Center, Marion, NC

- Completed an average of 8 patient progress notes per day, tracking behavioral patterns and functional changes for a 32-bed skilled nursing unit.
- Conducted 11 family education sessions per month to instruct caregivers on safe transfers, splint care, and use of assistive devices.
- Improved billing accuracy from 94.2% to 98.24% over 7 months by auditing charge entries in Microsoft Excel before weekly submission deadlines.
- Observed and recorded patient progress during group and individual sessions, flagging 6 care plan updates per week for the supervising OT.

Occupational Therapy Aide | 2020 - 2021
Blue Ridge Outpatient Therapy Group, Valdese, NC

- Prepared treatment areas and adaptive equipment for 7 patients per shift, reducing setup time to under 8 minutes per session.
- Assisted in instructing patients and families on home exercise programs, contributing to 9 family education sessions per month under COTA supervision.
- Organized supply inventories of bandages, towels, and heating pads, keeping \$2,180 in monthly supply costs within budget.

CERTIFICATIONS

- Certified Occupational Therapy Assistant, National Board for Certification in Occupational Therapy, 2020

- Basic Life Support, American Heart Association, 2026