

Renee Shepherd, COTA

Certified Occupational Therapy Assistant

Education

2019-2020 Western Governors University
MEd Learning and Technology

2005 - 2007 Baker College
Bachelor's in Health Services Administration

1999 Harcourt Learning Direct
Certificate in Medical Coding and Billing

1996-1997 Houston Community College
Occupational Therapy Assistant

1995-1996 Sam Houston State University
Pre-Occupational Therapy

Professional Affiliations

American Occupational Therapy Association

Roster of Accreditation Evaluators 2021-present

Texas Occupational Therapy Association

Gulf Coast East District Vice Chair – 2021-present

Gulf Coast East OTA Rep – 2020-2021

National Board for Certification in Occupational Therapy

Experience

Clinical

- Treatment of a wide range of diagnoses including CVA, head injury, orthopedics, shaken baby, cerebral palsy, ASD, hands, and others in setting of LTAC, outpatient, SNF, and home health.

Clinic Management

- Staffing and scheduling
- Inventory Control
- Ensure state, federal, individual licensure regulations are followed
- Performed employees reviews, education of department as well as facility staff, employee discipline
- Basic HR management

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Ensure accuracy of billing and payroll

Professional

08/18- present Houston Community College

Faculty/Academic Fieldwork Coordinator (8/2018-1/2020)

Program Director (1/2020-present)

Curriculum development and education of occupational therapy assistant students. Assist with administrative tasks as assigned. Responsible for maintaining and ensuring contracts with facilities for clinical rotations. Education and assignment of students to clinical sites for in the field learning.

Courses taught:

OTHA 1315/2302 Therapeutic use of Activities I and II

OTHA 1309 Human Structure and Function for OT

OTHA 2266/2267 Practicum II

OTHA 1241 Occupational Performance of Birth through Adolescence
Workplace Skills for the OTA

OTHA 2209 Mental Health in Occupational Therapy

OTHA 1161/1162 Clinical

OTHA 2311 - Abnormal Psychology in Occupational /therapy

08/16 – 8/19 Hutton Healthcare

COTA

Treatment of pediatric patient in a home health setting.

08/12 – 8/18 Ability and Beyond Therapy Services

COTA

Treatment of pediatric clients in a home and clinic setting

02/12 – 6/16 Med-Rec/Accountable Healthcare

COTA

Contract therapist to Klein ISD. Provided occupational therapy services to school system.

08/10- 9/14 Lone Star College, Kingwood

Adjunct Instructor/Fieldwork Coordinator

8/10 – 8/12

Education of OTA students. Responsible for curriculum development of Mental Health, Management, Physical Agent Modalities, and Patho courses. Assign, instruct, and follow students in their clinical affiliations.

Courses taught:

Mental Health for the OTA

Fieldwork Seminars

Pathophysiology

Management for the OTA

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1/09-2/11 MedCare Pediatrics, Spring, TX

COTA

Treatment of pediatric patients in an outpatient setting according to established plan of care

2/09 – 2011 Innovative Senior Care, Houston, TX

Team Lead

Coordination and management of outpatient clinic and home health line in an assisted living facility.

4/08 – 1/09 RehabCare Group

Program Director

Supervision and management of LTC facility including HR, payroll coordination, marketing, and financial management.

3/07 - 3/08 TriStar Rehab

Area Manager

Management of facilities in the East Texas area. Ensure accuracy, timeliness and organization of all paperwork in accordance to Medicare and TMC. Ensure accuracy, timeliness, and organization of billing and payroll. Responsible for hiring and supervision of staff including performance appraisals and counseling/discipline or terminations and direct supervision of Rehab Directors. Develop and implement programs to assist facilities in attaining company goals and objectives. Ensure all therapy departments have sufficient supplies/equipment. Maintaining professional working relationships with Therapy Management corp. staff, facility team members, residents, and resident family members as well as individual facility administration. Communicate relevant facility, patient, and/or staff issues to Regional Director in a timely fashion. Responsible for meet standards and accomplish goals related to utilization and finances in assigned area. Treatment of patients as assigned by occupational therapists during 50-75% of work week and maintain timely documentation. Education of staff regarding policy changes as well as assist in monitoring compliance. Monitor and manage therapists' productivity. Provide guidance to maximize performance of employees.

6/05-4/07 RehabCare Group

Program Director

Responsible for everyday running of clinic and supervision of 8-10 clinicians in a long term care setting. Perform management

including hiring, performance reviews, and ensuring accuracy of payroll. Primary facilitator between corporate offices and facility. Responsible for ensuring appropriate staffing of physical, occupational and speck departments. Manage financial aspects of facility by managing RUG levels and RUG utilization, staff productivity, and development of part B caseload. Communicate weekly with various HMO case managers. Prepare weekly reports for area managers to progress toward meeting budgets and adjust key indicator to meet projected budget. Prepare report for client for trends for end of month. Teaching and training of staff as needed. Provide inservices to facility staff on a monthly basis. Ensure accuracy of billing documents and reports. Treatment of patients as needed. Perform internal and external marketing with facility admissions coordinator to develop business contacts and referrals. Also participate in recruiting activities as needed.

1/05 - 6/05 Alliance Care

Rehab Manager

Management of clinical and financial aspect of outpatient clinic in senior living community. Assist with development of new home health line of products. Program development, teaching and training of staff and residents. Primary facilitator between client and corporate office. Develop and implement programs for community to educate and market the senior population. Responsible for patient care in Kingwood facility.

11/04 - 1/05 Rehab Works/Tomball Nursing Center

Certified Occupational Therapy Assistant

Patient treatment and documentation in a timely manner. Screening, caseload development and assist manager as needed in long term care setting.

2/04 - 11/04 PeopeFirst Rehab/Tomball Nursing Center

Rehab Coordinator

Communication/facilitator between therapist and facility as well as corporate offices. Responsible for clinical and financial management of facility. Maintained appropriate RUG utilization to reach goals of corporate as well as client being serviced. Performed program development and staff training. Maintained accuracy of reports in computer based system. Responsible for maintain strong Part B caseload. Complete invoice monthly. Advanced to Assistant Area Director. Responsible for developing and maintaining relationship with clients of 3 facilities in addition to primary home base. Performed staffing, training of program managers, ensured accuracy of reporting system.

Performed invoicing for facilities. Traveled 20% of time.

8/04 - 2/04 RehabWorks

Certified Occupational Therapy Assistant

Patient treatment. Completed scheduling of OT staff and patients in LTC setting. Duties also include PPS management and attending meetings. Complete documentation and billing in a timely manner.

2/03 - 6/03 Health Aim (part time)

Certified Occupational Therapy Assistant

Treatment of pain management and orthopedic patients (including hands) in an outpatient setting. Participate in psych management program of workers comp and pain management.

2/03 - 6/05 PROs Pediatrics (part time)

Certified Occupational Therapy Assistant

Treatment of pediatric patients in their home, clinic setting, and preschool settings. Various ages. Attend area meetings

12/01-5/03 Kindred Healthcare, Conroe, TX

Certified Occupational Therapy Assistant

Treatment of patients in LTC setting. Responsible for PPS management and coordination with nursing PPS coordinator and MDS coordinator. Duties also included management and staffing of OT department. Interim program manager.

08/01-1/02 I.H.S., Houston Texas

Treatment of patients in LTC setting and documentation.

8/99-8/01 Kindred Healthcare, Ft. Worth, TX

Certified Occupational Therapy Assistant

Treatment of patients in long term acute care hospital. Responsible for expanding pulmonary rehab inpatient and outpatient programs. In absence of lead OT, responsible for daily scheduling of patients and departmental management.

10/97-8/99 Team Care Rehab, Del Rio & Burleson, TX

Certified Occupational Therapy Assistant

Treatment of patients in LTC setting and geri-psych outpatient clinic. Team leader responsible for communication between area director and facility staff/administration. Responsible for daily communication between nursing and other team members. Other duties included PPS management and attending all committee meetings including restraint, dining, contracture management, and positioning. Became team leader for 3 facilities with travel 50 -

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75 % of time.