

## **Summary**

Versatile and accomplished professional with over two decades of expertise spanning both legal and healthcare domains. As a Certified Legal Nurse Consultant (CLNC), Certified Nurse Life Care Planner (CNLCP), and Legal Nurse Advocate, I bridge the gap between medicine and law, offering invaluable support to legal teams and advocacy for clients navigating complex healthcare systems. With over 20 years of experience as a paralegal in both plaintiff and defense litigation, combined with eight years as a Registered Nurse (RN) in hospital, clinical research, and insurance settings, I bring a unique, dual-discipline perspective to medical-legal matters. I specialize in medical malpractice, nursing home abuse, personal injury, workers' compensation, product liability, toxic tort, and environmental litigation, providing in-depth medical record analysis, case review, comprehensive life care planning, IME/DME attendance and reporting, medical research, and litigation support. As a Legal Nurse Advocate, I assist individuals and families in navigating complex medical diagnoses, coordinating care, and ensuring they receive the support and treatment they deserve. A skilled communicator, meticulous researcher, and dedicated advocate, I am committed to delivering superior outcomes in both legal and healthcare environments.

## **Legal Professional Experience**

*MELISSA SIMS, Legal Nurse Consultant, Nurse Life Care Planner and Nurse Advocate*

June, 2015 - present

- **Case Screening and Analysis:** Conducting thorough reviews of medical records and case materials to assess the merits of potential legal claims and provide expert analysis to attorneys.
- **Medical Chronologies:** Creating meticulous and accurate medical chronologies that outline the sequence of events, diagnoses, treatments, and outcomes relevant to the legal case.
- **Clinical Research:** Performing in-depth research to identify relevant medical literature, standards of care, and expert opinions to support case strategies.
- **Expert Coordination:** Collaborating with medical experts and specialists to obtain expert opinions, testimony, and reports, and facilitating communication between legal teams and medical professionals.
- **Pleadings and Discovery Documents:** Assisting in the drafting of pleadings, motions, interrogatories, and other discovery documents, ensuring accuracy, clarity, and compliance with legal requirements.
- **Expert Witness Preparation:** Preparing medical experts and witnesses for deposition and trial testimony through mock trials, practice sessions, and thorough briefing sessions.
- **Case Strategy Development:** Providing strategic input and analysis to attorneys regarding case strengths, weaknesses, and potential areas of opportunity based on medical evidence and expert opinions.
- **Nurse Life Care Planning:** Offering Nurse Life Care Planning services to both plaintiff and defense legal firms, as well as insurance companies, to determine precise future medical and non-medical needs for critically injured or chronically ill individuals.
- **Medical Bill Review and Cost Projections:** Conducting Medical Bill Reviews and providing Medical Cost Projections to assess and plan for comprehensive care needs, ensuring accurate estimation of future medical expenses.
- **Independent Medical Examination (IME) & Defense Medical Examination (DME) Attendance:** Attend IMEs and DMEs on behalf of attorneys, insurers, and clients to ensure examinations are conducted fairly and document any discrepancies.

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- Nurse Advocacy Services: Assist individuals and families in navigating complex healthcare systems, coordinating care, and ensuring patients receive appropriate treatment and support. Advocate for patient rights, review medical options, and help families make informed healthcare decisions.
- Continuing Education and Development: Pursuing ongoing education and professional development opportunities to stay updated on advancements in nursing practice, medical-legal issues, and relevant areas of law.

*LEGAL SEARCH*, Philadelphia, PA

Nurse Paralegal, July, 2014 – June, 2015

Client Intake: Conduct thorough interviews with clients to gather relevant information about their medical history, injuries, and the circumstances of their case. Obtain necessary consent forms and documentation to initiate legal representation.

- Medical Records Review: Analyze and summarize medical records, including hospital charts, physician notes, diagnostic tests, and treatment plans. Identify key medical issues, discrepancies, and potential areas of negligence or liability.

- Medical Research: Conduct in-depth medical research on relevant conditions, treatments, and standards of care to support legal arguments and case strategies. Stay updated on the latest medical literature and expert opinions.

- Case Management: Assist with the organization and management of case files, including maintaining electronic databases, tracking deadlines, and coordinating with legal team members to ensure timely completion of tasks.

- Expert Witness Coordination: Facilitate communication and coordination with medical experts, specialists, and consultants retained by the legal team. Schedule expert evaluations, depositions, and trial testimony as needed.

- Litigation Support: Assist counsel with all stages of litigation, including drafting pleadings, motions, and discovery requests. Prepare exhibits, deposition summaries, and trial exhibits to support case arguments.

- Deposition and Trial Preparation: Prepare clients and witnesses for depositions and trial testimony, including conducting mock interviews, reviewing testimony outlines, and providing guidance on courtroom etiquette and procedures.

- Settlement Negotiations: Assist with the preparation of settlement demand packages and negotiation strategies. Collaborate with counsel to evaluate settlement offers and communicate with clients regarding potential outcomes.

- Client Communication: Serve as a liaison between clients and legal counsel, providing updates on case progress, answering questions, and addressing concerns. Maintain confidentiality and professionalism in all client interactions.

*THE DOW CHEMICAL COMPANY*, Philadelphia, PA

Sr. Paralegal for Litigation, Ethics & Compliance and Corporate Governance, July, 2008 – December, 2011

- Litigation Management: Handle all phases of litigation involving the Company, including case intake, discovery management, document review and production, trial preparation, and post-trial matters. Collaborate with outside counsel and internal stakeholders to develop and implement litigation strategies that align with the Company's objectives.

- Ethics & Compliance Oversight: Manage and administer compliance programs aimed at ensuring adherence to legal and regulatory requirements, industry standards, and internal policies. Conduct investigations into allegations of misconduct or violations of company policies, and recommend corrective actions as necessary.

- Corporate Governance: Serve as Corporate Secretary for the management of entities and sub-entities within the Company's corporate structure. Coordinate corporate governance activities, including board meetings, shareholder communications, regulatory filings, and corporate recordkeeping.

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- **Policy Development and Implementation:** Develop, review, and revise company policies and procedures related to ethics, compliance, and corporate governance. Ensure that policies are communicated effectively to employees and stakeholders and that training programs are implemented to promote understanding and compliance.
- **Risk Assessment and Management:** Conduct risk assessments to identify potential legal, regulatory, and reputational risks to the Company. Develop and implement risk management strategies to mitigate identified risks and enhance the Company's overall risk posture.
- **Training and Education:** Develop and deliver training programs and educational materials on legal and compliance topics for employees at all levels of the organization. Foster a culture of compliance and ethical behavior through ongoing training and awareness initiatives.
- **Collaboration and Communication:** Collaborate effectively with cross-functional teams, including legal, compliance, risk management, human resources, and senior management. Communicate legal and compliance requirements, risks, and recommendations to stakeholders in a clear and concise manner.

*KLING & SPECTER*, Philadelphia, PA

Senior Paralegal, June, 2007 – July, 2008

- **Case Management:** Oversee all aspects of plaintiff litigation cases, from initial intake to resolution. Coordinate case files, deadlines, and legal documents to ensure timely and efficient handling of each matter.
- **Medical Records Review:** Conduct thorough reviews of medical records, including hospital charts, physician notes, diagnostic tests, and treatment histories. Identify key medical issues, discrepancies, and potential areas of negligence or liability.
- **Expert Witness Coordination:** Assist in identifying, retaining, and coordinating medical experts and consultants to provide expert opinions and testimony in support of the plaintiff's case. Facilitate communication and collaboration between experts and legal team members.
- **Legal Research:** Conduct legal research on relevant statutes, regulations, case law, and legal precedents related to medical malpractice and catastrophic injury cases. Analyze and interpret legal sources to support case arguments and strategies.
- **Document Preparation:** Draft and prepare legal documents, including complaints, discovery requests, motions, and other pleadings. Ensure accuracy, completeness, and compliance with court rules and procedural requirements.
- **Discovery Management:** Assist in managing the discovery process, including document production, interrogatories, requests for admissions, and depositions. Organize and review discovery materials to identify relevant evidence and develop case strategies.
- **Trial Preparation:** Collaborate with attorneys to prepare for trial, including witness preparation, exhibit preparation, and trial strategy development. Assist in conducting mock trials and preparing trial notebooks and exhibits for use during trial proceedings.
- **Client Communication:** Serve as a primary point of contact for clients, providing updates on case progress, answering questions, and addressing concerns. Maintain regular communication to keep clients informed and engaged throughout the litigation process.
- **Settlement Negotiations:** Assist in evaluating settlement offers and negotiating favorable settlements on behalf of plaintiffs. Analyze the strengths and weaknesses of the case and provide strategic advice to attorneys during settlement discussions.

*RAWLE & HENDERSON, LLP, Philadelphia, PA*

Senior Paralegal, September, 2001 – June, 2007

- **Case Management:** Oversee all aspects of defense litigation cases, from case intake to resolution. Coordinate case files, deadlines, and legal documents to ensure efficient and effective representation of clients.
- **Medical Records Review:** Conduct thorough reviews of medical records, including hospital charts, physician notes, diagnostic tests, and treatment histories. Identify key medical issues, relevant facts, and potential defenses to support the defense's case.
- **Expert Witness Coordination:** Assist in identifying, retaining, and coordinating medical experts and consultants to provide expert opinions and testimony in support of the defense. Facilitate communication and collaboration between experts and legal team members.
- **Document Preparation:** Draft and prepare legal documents, including pleadings, motions, discovery requests, and other court filings. Ensure accuracy, clarity, and compliance with court rules and procedural requirements.
- **Discovery Management:** Assist in managing the discovery process, including document production, interrogatories, requests for admissions, and depositions. Organize and review discovery materials to identify relevant evidence and prepare for case defense.
- **Trial Preparation:** Collaborate with attorneys to prepare for trial, including witness preparation, exhibit preparation, and trial strategy development. Assist in conducting mock trials and preparing trial notebooks and exhibits for use during trial proceedings.

*MATTIONI LAW OFFICES, Philadelphia, PA*

Paralegal, June 1993 - September, 2001

- **Case Management:** Oversee all aspects of plaintiff litigation cases, including medical malpractice, workers' compensation, personal injury, aviation, and wrongful action. Coordinate case files, deadlines, and legal documents to ensure thorough and effective representation of clients.
- **Medical Records Review:** Conduct detailed reviews of medical records, including hospital charts, physician notes, diagnostic tests, and treatment histories. Identify relevant medical issues, injuries, and damages to support the plaintiff's case.
- **Workers' Compensation Claims:** Assist in the management of workers' compensation claims, including gathering evidence, communicating with insurance carriers, and ensuring compliance with statutory requirements.
- **Personal Injury Claims:** Provide support in personal injury cases, including motor vehicle accidents, slip and falls, and other incidents resulting in bodily injury or property damage. Assist in investigating liability, gathering evidence, and preparing legal documents.
- **Aviation Litigation:** Assist in aviation-related litigation, including aircraft accidents, injuries, and wrongful death claims. Coordinate with experts, such as aviation engineers and accident reconstruction specialists, to analyze the causes of accidents and assess liability.
- **Wrongful Action Claims:** Support plaintiffs in wrongful action claims, including cases involving negligence, intentional torts, defamation, and civil rights violations. Assist in gathering evidence, conducting legal research, and preparing pleadings.
- **Expert Witness Coordination:** Assist in identifying, retaining, and coordinating expert witnesses to provide testimony on behalf of plaintiffs. Facilitate communication and collaboration between experts, attorneys, and other members of the legal team.
- **Legal Research and Writing:** Conduct legal research on relevant statutes, regulations, case law, and legal precedents to support the plaintiff's claims. Draft legal memoranda, pleadings, motions, and other court filings as needed.
- **Discovery Management:** Assist in managing the discovery process, including document production, interrogatories, requests for admissions, and depositions. Organize and review discovery materials to identify key evidence and develop case strategies.

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- Client Communication: Serve as a primary point of contact for clients, providing updates on case progress, answering questions, and addressing concerns. Maintain regular communication to ensure clients are informed and involved in the litigation process.

## **Nursing Professional Experience**

*HEALTHPARK MEDICAL CENTER, Fort Myers*

Endoscopy RN, March, 2023 – November, 2023

- Pre-procedure preparation, including reviewing medical histories, explaining procedures, obtaining consent, and ensuring patients understand pre-procedure instructions.
- Procedure nurse: Prepare the endoscopy room according to endoscopic procedure requirements. Assists physicians with intra-op care during procedures. Assist the doctor during endoscopic procedures by performing polypectomies, biopsies, dilation, banding, clipping and cauterization,
- Post-procedure care, including monitoring vital signs, assessing for complications, and providing patient education on post-procedure instructions and follow-up care.

*HORIZON NJ HEALTH, Pennington, NJ*

Registered Nurse. PCA/MDC RN I

Nurse Case Manager, July, 2019 – March, 2023

- Assesses patient's clinical need against established guidelines and/or standards to ensure that the services provided are medically appropriate to members needs and aligned with benefit structure.
- Evaluates the necessity, appropriateness and efficiency of service provided.
- Develops, coordinates and assists in implementation of services to meet the needs of the members.
- Coordinates with patient, family, physician, hospital and other external customers with respect to the appropriateness of care from diagnosis to outcome.
- Monitors patient's medical care activities, regardless of the site of service, and outcomes for appropriateness and effectiveness.
- Advocates for the member/family among various sites to coordinate resource utilization and evaluation of services provided.

*INSPIRA MEDICAL CENTER, Vineland, NJ*

Medical Surgical Registered Nurse. Medical Surge May, 2018 – July, 2019

- Patient Assessment: Conduct thorough assessments of patients upon admission and throughout their stay to monitor their condition, identify any changes, and detect any potential complications.
- Medication Administration: Administer medications prescribed by physicians, ensuring accuracy in dosage, route, and timing. Monitor patients for any adverse reactions or side effects.
- Wound Care: Perform wound assessments and provide appropriate wound care, including dressing changes, to promote healing and prevent infection.
- Patient Education: Educate patients and their families about their diagnosis, treatment plan, medications, and self-care techniques. Empower patients to participate in their own care and make informed decisions about their health.
- Collaboration with Healthcare Team: Work closely with physicians, nurse practitioners, physician assistants, and other members of the healthcare team to develop and implement individualized care plans for patients.
- Documentation: Maintain accurate and thorough documentation of patient assessments, interventions, and outcomes in the electronic medical record (EMR) system, ensuring compliance with regulatory standards and hospital policies.

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- Patient Advocacy: Advocate for patients' needs and preferences, ensuring that they receive high-quality, patient-centered care and that their rights are respected.

*SIDNEY KIMMEL CANCER CENTER AT JEFFERSON, MEDICAL ONCOLOGY, Philadelphia, PA*

Clinical Research Nurse, August, 2016 – May, 2018

- Patient Recruitment and Screening: Identify and recruit eligible patients to participate in malignant cutaneous and uveal melanoma oncology (Phases I - III) clinical trials based on specific inclusion and exclusion criteria. Conduct thorough screening assessments to ensure patient safety and protocol compliance.
- Informed Consent Process: Explain the purpose, risks, and potential benefits of participation in the clinical trial to patients and obtain informed consent in accordance with regulatory requirements and ethical guidelines.
- Protocol Implementation: Implement study protocols and procedures as outlined by the research protocol, including patient assessments, treatment administration, and data collection. Ensure adherence to protocol requirements and regulatory standards.
- Patient Care and Monitoring: Provide comprehensive care to patients enrolled in clinical trials, including monitoring their health status, managing treatment-related side effects, and addressing any concerns or complications that arise during the course of the study.
- Data Collection and Documentation: Collect accurate and timely data related to patient outcomes, treatment responses, and adverse events. Document study-related activities and observations in electronic medical records and study databases.
- Collaboration with Investigators and Study Team: Work closely with principal investigators, research coordinators, and other members of the study team to coordinate study activities, resolve issues, and ensure study protocol compliance.
- Compliance and Regulatory Oversight: Ensure compliance with regulatory requirements, institutional policies, and Good Clinical Practice (GCP) guidelines throughout the conduct of the clinical trial. Maintain documentation of regulatory submissions, approvals, and study-related correspondence.

*RECOVERY CENTERS OF AMERICA, Mays Landing, NJ*

Pool Nurse, October, 2015 – April, 2016

- Assessment and Evaluation: Conduct comprehensive assessments of patients upon admission to the facility to determine their medical history, current health status, and substance abuse patterns. Evaluate patients for any co-occurring physical or mental health conditions.
  - Medication Management: Administer medications as prescribed by physicians to address withdrawal symptoms, manage co-occurring medical conditions, and support patients in their recovery journey. Monitor patients for medication effectiveness and adverse reactions.
  - Monitoring and Observation: Monitor patients closely for signs of substance withdrawal, overdose, or medical complications. Conduct frequent assessments of vital signs, mental status, and overall well-being. Implement appropriate interventions as needed to ensure patient safety.
- Patient Education: Provide education to patients and their families about addiction, recovery, and the importance of medication compliance. Offer guidance on coping strategies, relapse prevention techniques, and community resources for ongoing support.
- Crisis Intervention: Respond promptly to any medical emergencies or behavioral crises that may arise within the facility. Implement de-escalation techniques and collaborate with the interdisciplinary team to address patient needs effectively.

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- Collaboration with Treatment Team: Work collaboratively with physicians, therapists, counselors, and other members of the treatment team to develop individualized care plans for patients. Participate in multidisciplinary meetings to discuss patient progress and treatment goals.
- Documentation and Reporting: Maintain accurate and thorough documentation of patient assessments, interventions, and responses to treatment in accordance with facility policies and regulatory requirements. Report any significant changes or incidents to the appropriate personnel.

*TEMPLE UNIVERSITY SCHOOL OF MEDICINE, DEPARTMENT OF ENDOCRINOLOGY*, Philadelphia, PA  
Clinical Research Nurse, March, 2016 – July, 2016

- Study Protocol Implementation: Implement diabetes mellitus study protocols and procedures as outlined by research protocols specific to diabetes clinical trials. This may include patient recruitment, enrollment, and follow-up visits.
- Patient Screening and Recruitment: Identify and recruit eligible participants for diabetes clinical trials based on specific inclusion and exclusion criteria. Conduct thorough screening assessments to ensure patient suitability and safety.
- Informed Consent Process: Explain the purpose, risks, and potential benefits of participation in clinical trials to patients and obtain informed consent in accordance with regulatory requirements and ethical guidelines.
- Patient Care and Monitoring: Provide comprehensive nursing care to patients enrolled in clinical trials, including monitoring blood glucose levels, administering study medications or interventions, and assessing for adverse events or complications.
- Data Collection and Documentation: Collect accurate and timely data related to patient demographics, medical history, treatment responses, and study outcomes. Document study-related activities and observations in electronic medical records and study databases.
- Collaboration with Investigators and Study Team: Work closely with principal investigators, research coordinators, and other members of the study team to coordinate study activities, troubleshoot issues, and ensure protocol compliance.
- Patient Education and Support: Educate patients and their families about diabetes management, study procedures, and lifestyle modifications. Provide ongoing support and resources to help patients adhere to treatment plans and achieve study goals.
- Regulatory Compliance: Ensure compliance with regulatory requirements, institutional policies, and Good Clinical Practice (GCP) guidelines throughout the conduct of clinical trials. Maintain documentation of regulatory submissions, approvals, and study-related correspondence.
- Quality Assurance and Safety Monitoring: Participate in quality assurance activities and safety monitoring initiatives to ensure the integrity and validity of study data. Report adverse events and protocol deviations as required by regulatory authorities and institutional policies.

*OUR LADY OF LOURDES*, Camden, NJ

PCU Registered Nurse , July 2015 - July 2016

- Patient Assessment: Conduct thorough assessments of patients admitted to the PCU, including monitoring vital signs, assessing neurological status, and evaluating cardiac rhythms. Identify any changes in patient condition and respond promptly to signs of deterioration.
- Monitoring and Intervention: Monitor patients' physiological parameters, such as heart rate, blood pressure, oxygen saturation, and respiratory status. Administer medications, intravenous fluids, and other treatments as prescribed by physicians to stabilize and support patients' health.

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- **Care Planning and Implementation:** Develop and implement individualized care plans for patients based on their specific medical needs and treatment goals. Collaborate with the interdisciplinary healthcare team to coordinate patient care and ensure continuity of treatment.
- **Patient Education:** Provide education to patients and their families about their medical condition, treatment plan, and self-care strategies. Offer guidance on medication management, lifestyle modifications, and symptom recognition to promote patient empowerment and engagement in their care.
- **Communication:** Maintain open and effective communication with patients, families, and members of the healthcare team. Provide updates on patient progress, treatment plans, and any changes in the care plan to ensure coordinated and informed decision-making.
- **Emergency Response:** Be prepared to respond to medical emergencies and provide advanced life support interventions as needed. Collaborate with the critical care team to stabilize patients in critical condition before transfer to the ICU if necessary.
- **Documentation:** Maintain accurate and thorough documentation of patient assessments, interventions, and responses to treatment in the electronic medical record (EMR) system. Ensure compliance with regulatory standards and hospital policies regarding documentation practices.

## License

Registered Professional Nurse, Florida - RN9576522 (Multistate) (2021 - present)

## Professional Memberships

American Association of Nurse Life Care Planners 2023- Present

American Association of Legal Nurse Consultants 2022- Present

Orlando Chapter AALNC | American Association of Legal Nurse Consultants 2022-Present

## Education

FIG EDUCATION, INC., Online

Medical Cost Projection Certification Online Class, April 2024

FIG EDUCATION, INC., Online

Life Care Planning Certification Class, March 2023

RUTGERS UNIVERSITY SCHOOL OF NURSING, Camden, New Jersey

Bachelors of Science in Nursing Program

May 2013 –August 2014 - Magna Cum Laude, 3.844 GPA

Honors: The Honor Society of Nursing Sigma Theta Tau International, Omicron Pi Chapter, 2014

RUTGERS UNIVERSITY, COLLEGE OF ARTS AND SCIENCES, Camden, New Jersey

Bachelor of Arts in Psychology, May 2007 - Magna Cum Laude, 3.829 GPA

Honors: Psi Chi International Honor Society in Psychology, 2007

Athenaeum Honor Society at Rutgers University, 2006

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American Center for Technical Arts & Sciences, Philadelphia, PA  
Certificate in Paralegal Studies  
February, 1996

## **Certificates**

Medical Cost Projection Certified (MCP-C) (2024)  
Legal Nurse Consultant Certified (LNCC) (2022 – present)  
Certified Nurse Life Care Planner (CNLCP) (2023 – present)  
Advanced Cardiovascular Life Support (ACLS)  
Pediatric Advanced Life Support (PALS )  
Basic Life Support (BLS )  
NICHE – Geriatric Resource Nurse certification March, 2016  
NIH Stroke Scale Certificate, July 2015  
Million Hearts Fellow (BP & Stroke Prevention Program)  
American Red Cross Disaster Health and Sheltering Certificate  
National Institute of Health Ethics Certificate

## **Conferences**

2025, August. FIG Education, Life Care Planning Costing and Coding, Asheville, NC  
2025, March. FIG Education, Life Care Planning Methodology, Asheville, NC  
2024, April. AANLCP Conference, Peachtree, GA  
2023, March. AANLCP Conference, Memphis, TN

## **Committees**

2024 AANLCP Conference Planning Committee