SECTION 1: ADMINISTRATION AND STRUCTURE	POLICY: 1.31
POLICY: ORGANIZATION CHART	PAGE: 1 OF: 5

POLICY:

- Intra-organizational relationships are clearly defined.
  - A current organizational chart delineates the lines of authority and accountability of all personnel.
  - The organizational chart is reviewed and changed as needed.
- Personnel understand and use the organizational structure as outlined in the organizational chart.

Helms Home Care LLC
Organization Chart

LAURA HELMS, RN BSN
Agency Director & CEO

FINANCE & OPERATIONS

CHRISTOPHER GANT
Agency Administrator

CLINICAL CARE & COORDINATION

LAURA HELMS, RN BSN
Director of Nursing
Case Manager
Private-Duty Services

MINDY MARTINEZ, LPN
PDN Scheduler & Assistant

Private-Duty
LPNs & RNs
(North Carolina only)

SHARI BLACKMON, RN BSN
Director of Nursing:
Infusion Services

FINANCE & OPERATIONS

LAURA P HELMS, RN BSN
Agency Owner & Director

CHRISTOPHER GANT
Operations Director
Finance Director

CHRIS GANT
Corporate HR

- **STEPHANIE ALFARO**
  Recruiting Supervisor
- **MADYSEN SMITH**
  Recruiter
  Georgia Office
- **GABRIELA CASTILLO**
  Recruiter
  Maryland Office

JILL PICCOLO
Payroll Manager

CHEYENNE PATTERSON
Documentation Supervisor

- **ADRIEAN DRUM**
  Documentation Specialist
- **NOAH GALLO**
  Documentation Specialist
- **DAWN TUITE***
  Documentation Specialist
- **JOSHUA BROOKER**
  Documentation Specialist
- **ANDREA BELL**
  Operations Generalist

KAO THAO
Business Operations & Revenue Manager

- **GALINA USKOV**
  Billing Specialist
- **CARLY PICCOLO**
  Billing Assistant
- **DYLAN WILSON**
  Receptionist
  Kentucky Office
- **KELLEY BENES***
  Authorizations
- **SHARON PATTERSON**
  Executive Assistant
- **LENA BURKEEN***
  Shipping Assistant

JAMES KENT
IT Specialist

MORIAH KOCH*
Licensure & Compliance

RENEE BRAMMER, RN BSN
Clinical Supervisor: Care Plans

- **TEHSA LINDSEY, RN***
  Care Plan Review Specialist
- **KRISTEN ELLIS**
  Data Specialist
- **CHANDRA CARPENTER**
  Data Specialist
- **ALLISON SCOTT-CALLOWAY***
  Data Specialist
- **KATLYN BRAMMER***
  Intern: Data Specialist

JANALYN WALTON*
Compliance Auditor

- **CATRINA ROSS***
  Compliance Auditor
  - **BROOKE BISHOP***
    Compliance Assistant

CLINICAL CARE & COORDINATION

LAURA HELMS, RN BSN
Agency Director

SHARI BLACKMON, RN BSN
Director of Nursing

KEELY THOMPSON
Care Coordination Manager

KALLIE FRAZIER
Care Coordination Assistant Manager

INFUSION RNs
NC, SC, KY, VA, IN, WV, GA

LAB TEAM

- **JOSH BENOIT** — Lab Coordinator
- **TAKIVA RICHARDSON** — Lab Coordinator, Virginia Office
- **DONNA STEWART** — Lab Coordinator, Virginia Office

INFUSION COORDINATORS

- **ALEXANDRA SCAFURO** — Team 1
- **CLAIRE SCOTT** — Team 1
- **EMILY HALL** — Team 1
- **BRITTANY HULLET** — Team 2
- **AMBER ADAMS** — Team 2
- **KIMBERLY 'MADI' CRISLER** — Team 2
- **OPEN** — Team 2
- **NICOLE FACEY** — Team 4
- **ANA WILSON** — Team 3 & 4 Supervisor
- **JAYMERSON LOCKLEY** — Team 3
- **KIERSTEN PARSON** — Team 3
- **JAMES WEBER** — Team 3
- **SAMIRA ABDULLAHI** — Team 3
- **MONIQUE HAITH** — Team 4
- **DESTINY BENSON** — Team 4
- **CASEY WALKER** — Team 4

INTAKE

- **KAITLIN MOORE** — Intake Supervisor
- **ASHLEY ARTRIP** — Intake Supervisor
- **ASHLEIGH JENSEN** — Intake Supervisor
- **ABIGAIL MURPHY** — Intake Coordinator
- **KAYLAN HEAVNER** — Intake Support
- **KRISTIN CUTTER** — Intake Support

AFTER HOURS

- **TARA SHIRLEY** — After Hours Supervisor
- **AMBER JOY** — Evening Coordinator
- **AMANDA CAVENDER** — Evening Coordinator
- **VALERIE MENDEZ** — Weekend Coordinator
- **BRIANNA SHAVER** — After Hours Coordinator
- **PARKER ZAPATA** — Weekend Coordinator
- **OPEN** — Weekend Coordinator

CLINICAL SUPPORT

- **KAREN BRANAGAN, RN** — Clinical Supervisor
- **BRITTANY BRAWLEY, RN** — Clinical Supervisor
- **COURTNEY JENKINS, RN** — Clinical Supervisor
- **ALICE COLLIER, RN** — Infusion Educator
- **JUDITH SAMS, RN** — Clinical Supervisor (KY)
- **SUSAN BURKE, RN** — Quality Review Specialist
- **STEPHANIE WALDRON, RN** — Quality Review Specialist
- **JENNIFER FRANK, RN** — Quality Review Specialist

INTAKE		CASELOAD 1	CASELOAD 2	CASELOAD 3	CASELOAD 4
KAITLIN IVIg (A-L) Vyepti Vygart Factor Alpha-1	**TEAM 1** **Lead:** Kallie	**ALEX** Alpha-1 Vyvgart	**CLAIRE** Line Care & TPN **(NC: A-D)**	**EMILY** IVIg **(A-G)**	**KALLIE** Factor
ABI Line Care & TPN (NC) Enzymes Infusion Suites	**TEAM 2** **Lead:** Kallie	**BRITTANY** Line Care & TPN **(NC: E-J)** Enzymes	**MADI** Line Care & TPN **(NC: K-P)**	**AMBER A** Line Care & TPN **(NC: Q-Z)**	
ASHLEY Line Care & TPN (Non-NC) Miscellaneous Entyvio / Actemra Ocrevus Simponi Aria, Benlysta, Nulojix	**TEAM 3** **Lead:** Ana	**JAYMERSON** Miscellaneous	**KIERSTEN** Line Care & TPN **(Non-NC)**	**JAMES** Entyvio / Actemra Ocrevus	**SAMIRA** Vyepti Simponi Aria Nulojix Benlysta
ASHLEIGH IVIg (M-Z) SCIg SC & IM Injections Remicade Tepezza	**TEAM 4** **Lead:** Ana	**DESTINY** SCIg SC & IM Injections Tepezza	**MONIQUE** IVIg **(P-Z)**	**NICOLE** Infliximabs	**CASEY** IVIg **(H-O)**
TARA / AFTER HOURS Chemo TD	**TEAM 5** **Lead:** Tara	**TARA / AH** Chemo TD			