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

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
- **SAMANTHA GIROUX** — Team 2
- **AMBER ADAMS** — Team 2
- **KIMBERLY 'MADI' CRISLER** — Team 2
- **JAMES WEBER** — Team 4
- **MONIQUE HAITH** — Team 4
- **ANA WILSON** — Supervisor
- **JAYMERSON LOCKLEY** — Supervisor
- **KIERSTEN PARSON** — Team 3
- **ERIN MCDONOUGH** — Team 3
- **SAMIRA ABDULLAHI** — Team 3
- **NICOLE FACEY** — Team 3
- **DESTINY BENSON** — Team 4
- **MYA BURKE** — 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
- **AMANDA CAVENDER** — Evening Coordinator
- **VALERIE MENDEZ** — Weekend Coordinator
- **LESLIE ECHEVARRIA** — After Hours Coordinator
- **PARKER ZAPATA** — Weekend Coordinator
- **OPEN** — Weekend Coordinator
- **OPEN** — Weekend Coordinator

INFUSION RNs

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

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) Vyvgart Factor Alpha-1	**TEAM 1** **Lead:** Alex	**ALEX** Alpha-1 Vyvgart	**CLAIRE** Line Care & TPN **(NC: A-D)**	**EMILY** IVIg **(A-G)**	
ABI Line Care & TPN (NC) Enzymes Infusion Suites	**TEAM 2** **Lead:** Madi	**SAMANTHA** Line Care & TPN **(NC: E-J)** Enzymes	**MADI** Line Care & TPN **(NC: K-P)** Ultomiris	**AMBER A** Line Care & TPN **(NC: Q-Z)**	
ASHLEY Line Care & TPN (Non-NC) Miscellaneous Entyvio / Actemra Ocrevus, Vyepti Simponi Aria, Benlysta, Nulojix	**TEAM 3** **Lead:** Nicole	**SAMIRA** Vyepti Simponi Aria Nulojix Benlysta	**KIERSTEN** Line Care & TPN **(Non-NC)**	**NICOLE** Infliximabs **(A-N)**	**ERIN** Infliximabs **(O-Z)**
ASHLEIGH IVIg (M-Z) SCIg SC & IM Injections Remicade Tepezza	**TEAM 4** **Lead:** Destiny	**DESTINY** SCIg SC & IM Injections Tepezza	**MYA** IVIg **(H-O)**	**JAMES** Entyvio / Actemra Ocrevus	**MONIQUE** IVIg **(P-Z)**
TARA / AFTER HOURS Chemo TD	**TEAM 5**	**TARA** **Supervisor** Chemo TD	**JAYMERSON** **Supervisor** Miscellaneous	**KALLIE** **Assistant Manager** Factor	**ANA** **Supervisor** Floater