ELIZABETH MCELRATH

DONOR INFORMATION COORDINATOR

PROFESSIONAL OVERVIEW

I am a detail-oriented Quality Review Coordinator with proven ability to analyze data and think critically to make informed decisions that align with industry safety standards to provide tissue grafts to recipients. I possess strong written communication skills, consistently providing clear and comprehensive meeting minutes that accurately capture key departmental changes.

I am adaptable and experienced with working both independently and collaboratively to meet personal and organizational goals. I am currently a university student pursuing a Psychology and Professional Writing.

SKILLS

- Basic proficiency in IBM SPSS
- Proficient in using SAP
- Proficient in using DigitalDonor
- 70 WPM

EXPERIENCE

May 2025-Present

Donor Information Coordinator III
Evergen Bio
0800-1600; Full-time

- Critically analyze donor medical records and lab results as outlined by guidelines set forth by Evergen Bio and The Association for Advancing Tissue and Biologics (AATB) to determine the suitability of processed grafts for the safety of recipients.
- Review donor records to ensure accuracy and completeness, and request missing documents.
- Upload donor records in DigitalDonor.
- Review data entry for accuracy and input data into databases like DigitalDonor.
- Inform medical directors of late-arriving medical information that may affect tissue graft suitability.
- Assess medical records for international usage and shipment to stakeholders such as Medtronic and Axogen.
- Distribute disposition letters to partners in a timely manner.
- Mentor and support peers with less industry experience to foster development.

April 2022-Present

Volunteer Research Assistant
Youth Risk and Resilience Lab, Norfolk, VA
Schedule Varies; 4-10 hours a week

- Screen and capture information about mental health facilities to ensure they meet the requirements for the lab's current studies so the Principal Investigators may reach out for recruitment.
- Perform literature reviews. Upload scientific articles and literature reviews to SharePoint for Primary Investigators.
- Edit authorization/assent documents and study surveys for grammar, consistent tone, and formatting.
- Test surveys on different digital devices.
- Write content for the lab FAQ page and Instagram.

June 2021-May 2025

Quality Review Coordinator
Lifenet Health, Virginia Beach, VA
0700-1545; Full-time

- Critically analyze donor medical records and lab results as outlined by guidelines set forth by Lifenet Health and the AATB to determine the suitability of processed grafts for the safety of recipients.
- Review donor records to ensure accuracy and completeness, and request missing documents.
- Upload donor records to SharePoint.
- Accurately input data and demographics into databases like SAP.
- Inform medical directors of late-arriving medical information that may affect tissue graft suitability.
- *Personal Responsibility:* Compose and edit meeting minutes to provide team with timely and accurate departmental updates.

Nov 2018-June 2021

Donation Coordinator
Lifenet Health, Virginia Beach, VA
0700-1900; Full-time

- Accurately capture the private health information for potential donors from hospitals and other Organ Procurement Organizations.
- Screen all potential donors for initial suitability with the resources provided by Lifenet Health and The AATB.

- Screen potential donors utilizing Electronic Medical Records (EMR).
- Provide emotional support to donor families.
- Effectively and compassionately explain the donation process and the benefits of donation to a donor's legal next of kin so they can make informed decisions for their loved one.
- Facilitate the paperwork for donation.
- Update tissue recovery teams to help coordinate tissue recovery.
- Enroll families into the aftercare program.
- Arrange shipping and provide accurate estimated times of arrival to processing departments for incoming time-sensitive anatomical gifts.
- Redacted private health information from medical records to send information to the National Disease Research Interchange (NDRI)

EDUCATION

Fall 2021-Current

Majors: Psychology and Professional Writing
Old Dominion University, Norfolk, VA

Relevant Coursework:

- ENGL 307T: Digital Writing
- ENGL 327W: Advanced Composition
- ENGL 334W: Technical Writing
- ENGL 439: Writing in Digital Spaces
- IDS 300W: Interdisciplinary Theory and Concepts (Research)
- PSYC 197: Undergrad Research Experience (Lab)
- PSYC 317: Quantitative Methods
- PSYC 318W: Research Methods
- PSYC 410: Human Cognition
- PSYC 424: Physiological Psychology

CERTIFICATIONS

- Certified Tissue Banking Specialist – AATB
- Lean Six Sigma White Belt Certification – Lifenet Health
- Social Media Marketing - HubSpot