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**PROFILE**

* Caring and hardworking individual, who has supervisory and leadership experience
* Enthusiastic, self-starter, and ready to meet new challenges with the ability to assimilate new cultures and disciplines
* Dedicated and focused; able to prioritize and complete multiple tasks and follow through to achieve project goals
* An independent and self-motivated professional and is able to grow positive relationship with customers and colleagues at all organizational level

**PERSONAL INFORMATION**

BIRTHDATE: December 11, 1986

AGE: 29 years old

CIVIL STATUS: Married

**EDUCATIONAL ATTAINMENT**

2003-2007 **Bachelor of Science in Nursing**

Butuan Doctors’ College

J.C. Aquino Avenue, Butuan City, Philippines 8600

**SKILLS AND ABILITIES**

* Computer literate
* Good communication skill
* Able to get along well with co-workers and accept supervision; received positive evaluations from previous supervisors
* Concerned with quality; produces work that is orderly and attractive and ensures tasks are completed correctly and on time
* Willing to try new things and interested in improving efficiency on assigned tasks
* Clinical Skills, Bedside Manner, Infection Control, Nursing Skills, Physiological Knowledge, Administering Medication, Medical Teamwork, Multi-tasking, Listening, Verbal Communication, Health Promotion and Maintenance

**WORK EXPERIENCES**

Jan 2014 – present **Medical Insurance Coordinator/Billing Staff**

In-Patient & Out-Patient Approval/Billing

Al Sharq International Hospital

Fujairah, U.A.E.

DUTIES AND RESPONSIBILITIES:

* Calling insurance companies for verification and clarification of the health benefits of insured members
* Obtaining pre-approval for medical procedures by sending fax and email to insurance companies or by telephone communication in terms of verbal pre-approval in emergency cases
* Maintaining high standard of personal care of the patient’s treatment on behalf of insurance policy
* Ensuring coverage of claims and guiding staff for correct usage of claim forms and approval forms
* Coordinating with insurance companies for obtaining information on new policies and their coverage
* Explaining coverage of medical benefits to patients when required
* Assisting invoicing department in insurance processing and billing
* Encoding and submitting electronic claims in different platforms such as eClaimLink and other platforms maintained by different insurance companies
* To network with insurance companies and obtain accreditation as a provider
* To liaise with insurance companies regarding eligibility, payments, approvals, reconciliation and other requirements
* To liaise with patients regarding their eligibility and entitlements
* To maintain and update records related to pre-approvals and reconciliation
* To coordinate and cooperate with colleagues of the same department and other related departments for smooth running of insurance operations

Aug 2012 – Dec 2012 **Data Encoder**

AVRM Marketing Corporation

Butuan City, Philippines

DUTIES AND RESPONSIBILITIES:

* Verifying entered customer and account data by reviewing, correcting, deleting, or reentering data; combining data from both systems when account information is incomplete; purging files to eliminate duplication of data
* Entering customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format
* Maintaining operations by following policies and procedures; reporting needed changes
* Maintaining customer confidence and protecting operations by keeping information confidential
* Contributing to team effort by accomplishing related results as needed

Apr 2007 – May 2009 **Volunteer Nurse**

ER, OB and OPD Department

Nasipit District Hospital  
Agusan Del Norte, Philippines

DUTIES AND RESPONSIBILITIES:

* Providing direct care by assisting patients with hygiene and general cleanliness
* Checking and recording patients’ vital signs such as pulse, blood pressure and temperature
* Taking patients’ histories and ensuring that they are recorded accurately in the facility database
* Taking blood, urine and stool samples for testing purposes
* Monitoring and observing patients to determine changes in their conditions and reporting any significant changes to the RN or nurse manager
* Physically transferring patients to examination or surgical rooms
* Ensuring that all patient documentation is in order and medical records are updated

**TRAININGS & SEMINARS**

* Basic Life Support Training
* Prevention & Control Of Infection
* Fire Drill