*Multi-skilled Secretarial Management and Customer Service professional with varied experience looking to expand horizons and become a part of a dynamic team to service clients and meet goals of a vibrant, trusted company in any field and can also adapt to any situation that will require more of my skills.*

**PROFESSIONAL EXPERIENCE:**

**MATERNITY AND PAEDIATRIC HOSPITAL**

*SENIOR ADMITTING STAFF/ ADMINISTRATIVE ASSISTANT /*

*INSURANCE PROCESSING AND BILLING OFFICER*

(*October 1, 2011 – February 15, 2016)*

* Interviews incoming patient or representative and enters information required for admission into computer: Interviews patient or representative to obtain and record name, address, age, religion, persons to notify in case of emergency, attending physician, and individual or insurance company responsible for payment of bill.
* Explains hospital regulations, such as visiting hours, payment of accounts, and schedule of charges.
* Escorts patient or arranges for escort to assigned room or ward.
* Enters patient admitting information into computer and routes printed copy to designated department.
* Obtains signed statement from patient to protect hospital's interests.
* Assign patient to room or ward.
* Gathering of data for occupancy and census records.
* Produces information by Transcribing, Formatting, Inputting, Editing, Retrieving Text, data and graphics.

* Organizes work by reading and routing correspondence, collecting information, Initiating telecommunications
* Maintains Department schedules, arranging meetings and conferences
* Provides proper breakdown of bill for patient and accept payment via Cash, Cheque or Credit cards
* Maintains customer confidence, and protects operations by keeping information confidential. Prepares reports by collecting information.
* Reviewing insurance applications to ensure that all questions have been answered, compiling data on insurance policy changes, changing policy records to conform to insured party's specifications, compiling data on lapsed insurance policies to determine automatic reinstatement according to company policies, cancelling insurance policies as requested by agents, and verifying the accuracy of insurance company records.

**MATERNITY AND PAEDIATRIC HOSPITAL**

*NURSING AIDE*

**(February 14, 2006 – October 1, 2011)**

* Provide hands-on care to patients in a variety of settings, including hospitals, nursing homes, and mental health facilities.
* Perform routine tasks under the supervision of registered nurses.
* Take patient's temperate, pulse, and respiration rate blood pressure and determine if range is abnormal. Deliver them to operating rooms.
* Answer calls for help and determine if additional help is needed.

Bathe and dress patient, Make beds and perform light housekeeping duties in patient's room.

* Deliver them to operating rooms.
* Store and move supplies, Equipment setup.
* Observe patients' physical, mental and emotional conditions, fluid intake and output.
* Report abnormal changes or patterns to nursing staff.
* Develop nurturing relationships with patient.
* Report violent behavior; execute company protocol for lifting and moving patients.

**EDUCATION:**

**Bachelor of Science in Nursing**

San Juan De Dios Educational Foundation Inc.

*2000 – 2004*

**TRAINING AND CAREER ENHANCEMENT:**

**Supervisorial Development Training** *September 8-9, 2012*

**Train the Trainer (Designer Skills – Phase 1)** *August 27-28, 2012*

**Train the Trainer (Presentation Skills – Phase II)***July 9-10, 2012*

**Leadership Management Training** *May 5-6, 2012*

**Time Management Training** *February 21, 2012*

**Assertiveness Workshop** *November 27, 2011*

**Basic Life Support** *October 20; 23 – 25, 2008*

(CPR Training for Healthcare Providers)

**First Aid Training** *October 20; 23 – 25, 2008*

(Standard)*October 20; 23 – 25, 2008*

**SKILLS AND COMPETENCIES:**

Proficient in MS Office applications, Customer Management Systems and proprietary software. Able to network and build long and fruitful relationships quickly. Can spot and analyse problems quickly and return with feedback and solutions with implementation plans. With a quick learning curve, adaptable and confident to take on career changes or new, uncharted opportunities.

**PERSONAL INFORMATION:**

Date of Birth : April 26, 1983

Civil Status : Single

Gender : Male

Religion : Roman Catholic

Citizenship : Filipino

**First Name of Application CV No:** **1703598**

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