

**KATHRYNNE**

**KATHRYNNE.338488@2freemail.com**

**WORKING EXPERIENCE**

JUNE 2011 – Up to Present **MEDICAL CLAIMS PROCESSOR/ADJUDICATOR**

 **NAS Administration Services LLC**

* Process Electronic Claims Resubmissions
* Well Trained in Electronic claims, Process Hospital Direct Billing Claims and Reimbursement claims
* Monitor and maintaining the claims processing and adjudicating cycle in operational software system as per the defined terms and policy of the organization
* Maintaining both qualitative and quantitative claims measure
* Entering and process/adjudicating claims in operational software system.

MAY 2010 – OCTOBER 2010 **FINANCIAL EXECUTIVE**

 **Philippine AXA Life**

* Provides financial assistance and helping clients plan for their future financial needs, may it be medical, education, retirement, and income protection.
* Gives clients various choices especially in variable or investment-linked insurance plans where they can invest their money in the best way possible.
* Assisting the clients in filling up application forms and monitoring their account value every week as possible.
* Do after sales follow up (reminding the clients with their premium payments.)

SEPT 2008 – OCT 2009 **SALES SUPERVISOR**

 **Unicity Network Phils.**

* Demonstrates products and gives information to new distributors.
* Instructs new distributors regarding the compensation plan.
* Encodes in and out sales and product inventory.
* Conducts monthly business opportunity meetings.
* Encouraging distributors to hit their sales target every month.

JAN 2006 – JUN 2008 **EMERGENCY ROOM STAFF NURSE**

 **Alterado General Hospital**

* Prepare the necessary equipment such as dressing kits, suturing instruments catheter insertion, minor surgical instruments and the like.
* Take medical histories, perform physical examinations and order laboratory test.
* Prepare any IV and oral medication as ordered by the physician.
* Assist the physician in performing medical, surgical, obstetrics and gynecological procedures.
* Instruct patient regarding intake of drugs and its frequency, remind their in their follow up visits and ensure compliance of treatment and instructs patients care giver regarding safety precautions.

**PERSONAL PROFILE**

AGE : 32

GENDER : Female

BIRTHDAY : May 01, 1984

HEIGHT : 5’2”

CIVIL STATUS: Married

**EDUCATIONAL ATTAINMENT**

TERTIARY BS-NURSING

San Pedro College 2001-2005

 Davao City, Philippines

SECONDARY Stella Maris Academy of Davao 1997-2001

 Davao City, Philippines

PRIMARY Stella Maris Academy of Davao 1991-1997

 Davao City, Philippines

**SKILLS/CAPABILITIES**

* Flexible
* Hardworking
* Diligent
* Microsoft Literate
* Excel
* Powerpoint
* Word