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| **Personal Information**  **Nationality:** Filipino  **Religion:** Christian  **Visa Type:**  Spouse Visa  **Age:** 31 Strengths  * Strong inter- personal and communication skills * High adaptability & scrupulously vigilant about details. * Cooperates & Collaborates easily with other staff * Perseverance and Integrity towards Work, passionate and hardworking   **Skills**   * Proficient in Microsoft Programs line Word, Excel & net surfing. * Clinical Skills, Bedside Manner, Infection Control, Nursing Skills, Physiological Knowledge, Administering Medication, Medical Teamwork, Multi-tasking, Listening, Verbal Communication, Health Promotion and Maintenance   **Character References**   * Available upon request | Career Objective  Aims to be a part of a dynamic healthcare- related company where my strong organizational skills, knowledge and experience as well as educational background can be utilized and nurtured.  Profile Summary  A certified medical coder equipped with skills and knowledge, willing to be trained for professional growth, and a registered nurse with clinical experience in medical/surgical and emergency nursing with proven ability & skills to promote and restores patients' health by completing the nursing process; collaborating with physicians and multidisciplinary team members. Moreover, served as a member of Philippine National Police as Police Officer 1 for four years where my discipline in police works, law enforcement, leadership, interpersonal and organizational skills as well as good communication skills were rigidly developed.  Educational Background:   |  |  |  | | --- | --- | --- | | **College** | : | **Bachelor of Science in Nursing**  Catanduanes State Colleges  Catanduanes, Philippines  June 2002- March 2006 | | **High School** | **:** | **Catanduanes National High School**  Catanduanes, Philippines  June 1998 - March 2002 |   Work Experiences:   |  | | --- | | **Medical Coder**  **April 1, 2016 to January 20, 2017**  **Miramed Philippines Group LLC**  **One Corporate Center Tower**  **Julia Vargas Avenue, Pasig City**  **Metro Manila, Philippines**  **RESPONSIBILITIES**   1. Analyze patient charts carefully to know the diagnosis and represent every item with specific codes 2. Collect health information as documented by medical specialists and code them appropriately 3. Consult medical specialists for further clarification and understanding of items on patient charts to avoid any misinterpretations 4. Ensure that codes tally with doctor’s diagnosis 5. Advocate for patients where their medical history is needed as evidence 6. Be updated about new coding rules as codes change from time to time 7. Develop good client relationship in the course of duty 8. Provide accurate answers to queries on coding     **Police Officer I,**  **Philippine National Police**  **June 15, 2011 – October 5, 2015**   * A highly-professional, dynamic and motivated organization working in partnership with a responsive community towards the attainment of a safe place to live, work, invest and do business. Serves as combat medic during internal security operation. * Transport injured and unstable victims of crimes and calamities to hospital.   **Staff Nurse**  **Dar Al Fouad Hospital**  Giza, Egypt  May 24, 2008 – December 6, 2009  **Staff Nurse**  **Provincial Heath Office**  **Virac, Catanduanes**  March 1, 2007 – March 30, 2008   * Exposed to different wards such as OB, pedia, Med/Surg, OR and ER. * Responsible for providing holistic nursing care to patients from admission to discharge * Taking vital signs and medical history before admission. * Giving emergent actions and emergency meds to patients. * Rendering nursing interventions based from the nursing diagnosis. * Carry out doctor orders correctly and accurately. * Giving medications by observing the ten rights thru Oral, IV, and IM as ordered by the physician. * Making patients comfortable and safe during their stay in the hospital. | |  | |