**RENALIE, HAAD-RN, CPC-A**

LICENSE NO. GN11938 / CPC-A (01345580)

EMPLOYMENT VISA

EMAIL: renalie.360766@2freemail.com

**OBJECTIVES:**

“To seek employment where best opportunities for career advancement is highly encouraged and to acquire professional growth and development as a Medical Coder. To become a part of a company that utilizing relevant training and great attention to detail to assist the outsourced medical facilities with their coding needs. “

**PROFESSIONAL QUALIFICATION:**

Registered Nurse (April 14, 2008) Professional Regulation Commission, Philippine, License no.0476273

Bachelor of Science in Nursing (May 30, 2007), COLEGIO DE KIDAPAWAN, Kidapawan City, Philippines 9400

**CAREER SUMMARY:**

**Staff Nurse‐Medical Surgical ward**, Madonna General Hospital Inc. Philippines, April 2008 - February 2010

**Staff Nurse- ICU Department,** Madonna General Hospital Inc., Philippines, March 2010- March 20, 2013

**Staff Nurse-Dental& Dermatology Department**, First Medical Center, Abu Dhabi, May 18, 2013- May 18, 2015

**Dental Assistant/ Medical Coder**, Dr. Ahmed Abu Sharia Medical Center, Abu Dhabi, June 14, 2015- Present

**GOVERNMENT EXAMINATION TAKEN:**

**Philippine Nursing Licensure Examination**, December 1&2, 2007 (PASSED)

**Health Authority Abu Dhabi**, April 28, 2011

Registration No. 240947963 (PASSED)

**Certified Professional Coder (CPC), American Academy of Professional Coders ( AAPC )** , November 15, 2014 (PASSED)

**SKILLS AND COMPETENCIES**:

* Thorough understanding of anatomy, medical terminology, biology, pharmacology and disease management
* Working knowledge of official coding conventions and rules established by AMA
* Flexible and eager to learn new skills
* Possess special sensitivity to meeting diverse needs in varied situations.
* Develop rapport with patients, family, staff and physicians.
* Familiar with IT packages: Excel, Word, PowerPoint

**HIGHLIGHTS OF EXPERIENCE:**

**Dental Assistant/ Medical Coder**

**Dr. Ahmed Abu Sharia Medical Center**, Abu Dhabi, June 14, 2015- Present

**Job Responsibilities:**

* Prepares treatment room for patient by following prescribed procedures and protocols.
* Provides information to patients by answering questions and requests.
* Provides instrumentation by sterilizing and delivering instruments to treatment area
* Positioning instruments for dentist's access; suctioning; passing instruments.
* Provides materials by selecting, mixing, and placing materials on instruments and in the patient's mouth.
* Sending and follow- up approvals to insurance company before doing any procedure.
* Accomplishing patient’s electronic medical record.
* Doing bills for patient with insurance and cash patient as well.
* Checking bills and assigned correct ICD code prior submission to the insurance.

**Staff Nurse, Dental and Dermatology Department**

**First Medical Cente**r, Abu Dhabi, May 18, 2013- May 18, 2015

**Job Responsibilities:**

* Prepare the patients file.
* Get the medical history.
* Assisting the doctors during the procedures
* Cautery
* Botox
* Fillers
* Mesohair, mesoface
* Tattoo removal
* Laser veins etc.
* Preparing and cleaning the instruments.
* Preparing pre and post approval for the insurance of dental patients
* Sending and making follow up call for the approvals from insurance
* Receiving appointments from patients and giving follow up call for the next session

**Staff Nurse‐ICU DEPARTMENT**

**Madonna General Hospital Incorporated**, Philippines, March 2010 to December 20, 2013

**Job Responsibilities:**

* Take complete vital signs as baseline data
* Plan and provide efficient and comprehensive nursing care to patient according to their individual needs
* Assess record and report accurately symptoms and condition of patients
* Safely administer parenteral, oral and intravenous drugs per doctor’s order and monitor effect
* Assist clients in changing positions, moving, maintaining proper body alignment and utilizing body mechanics
* Demonstrate a kind caring attitude to the patient as well as to his/her significant others at all times
* Monitor intake and output accurately
* Assist on intubations, do ambubagging and CPR on emergency cases
* Performs tracheostomy care
* Set up mechanical ventilator
* Performs catheterization
* Assist NGT insertion and give NGT feedings
* Perform morning care to all patient, change linens, patients gown and do bed bathing, douching and oral care especially to the bedridden patients
* Suction secretions aseptically
* Perform echocardiogram to adult patients
* Watch and refer immediately for any untoward unusualities noted to patients
* Maintain effective desirable nursing relationship with other health personnel
* Make nurses notes concisely and accurately

**Staff Nurse‐Medical & Surgical Ward**

**Madonna General Hospital Incorporated**, Philippines, April 2008 – February 2010

**Job Responsibilities:**

* Gives direct and quality nursing care to all category of patients (pediatrics, adult and elderly); identifies nursing needs of patients; plans, gives and evaluates nursing care; admits and discharge patients; takes, monitors and records vital signs; assess patient’s status, institute remedial action when appropriate and notify physicians of clinical changes; observes and responds to patient’s emotional and spiritual needs; charts and documents patient care.
* Perform intravenous fluid insertions, foley catheter insertions, oxygen administration, tepid sponge bath, post mortem care, bathing, oral hygiene; assist patients in mobility, maintaining proper body alignment and mechanics.
* Assist physicians when examining patients; carry out doctor’s order; administer and charts ordered/stat medications (parenteral, oral, inhalation and intravenous through tubing) and patient’s reaction to medication.
* Educate patients/ families on health care needs, conditions and other options; interprets to patients and families their roles in promoting successful therapy and rehabilitation.
* Transports and endorses patients to other nursing stations.
* Interprets hospital policies and procedures; teaches and directs nonprofessional nursing personnel; maintains good relations with other hospital personnel.
* Prepares supplies, instruments, and other equipment needed for every procedure
* Packs and sterilizes instruments and materials; maintains cleanliness and orderliness at OR/DR.

**TRAINING AND SEMINARS:**

**DIABETES MANAGEMENT FOR NURSES**

March 17, 2017

Abu Dhabi, UAE

**AAPC ICD-10-CM PROFICIENCY**

November 20, 2016

**EVALUATION AND MANAGEMENT- AN AUDITOR’S PERSPECTIVE**

February 21, 2015

Abu Dhabi, UAE

**INFECTION CONTROL**

March 20, 2015

Abu Dhabi, UAE

**DRG- WHY IS IT IMPORTANT**

March 21, 2015

Abu Dhabi, UAE

\*References available upon request.