

Jonalyn

Jonalyn.361074@2freemail.com

**Medical Coder**

**Self-Directed with keen attention to detail.**

**Summary:**

Logical and efficient medical coding professional with exceptional skills in abstracting information and assigning codes related to medicine, surgery, radiology and pathology. Working knowledge of official coding conventions and rules established by AMA.A meticulous individual who has demonstrated ability to liaise with insurance companies.Highly motivated to work in team-oriented and collaborative environment.

**Certification:**

* Comprehensive Medical Coding Training

**Special Knowledge:**

|  |  |  |
| --- | --- | --- |
| • CPT | • ICD10 | • HCPCS Level II |
| • Medical Terminology | • Surgery and Modifiers |  |
| • Anatomy | • Coding Guidelines |  |

**Job Experience:**

 **Al Bader Exchange**

 **Counter Staff/Wages Protection System/Costumer Service**

 **Nov 01, 2012 – Jun 15 2016**

**Job Description:**

* To provide excellent customer service at branch customer.
* To attend customers for all business transactions at the counter.
* Attending customers for making Remittance, currency exchange, demand drafts / telex transfer / electronic transfer, etc
* To answer customer complaints, branch detail enquiries, transaction enquiries, rate enquiries, conversion.
* Maintain office files from manual filing system to computerized database
* Prepare End of day report & cash reconciliation
* To provide currency exchange & remittance delivery information.
* To make sure that all the required tools are available in the branch and inform the BM or the concerned dept for the same. eg., flyers, posters, forms etc.
* To contribute towards branch business development.

**Job Experience:**

 **Al Bader Exchange**

 **Marketing Coordinator**

 **Jun 16 2016­– Nov 19 2016**

**Job Description:**

* Implements marketing and advertising campaigns by assembling and analyzing sales forecasts preparing marketing and advertising strategies, plans, and objectives
* Prepares marketing reports by collecting, analyzing, and summarizing sales data.
* Researches competitive products by identifying and evaluating product characteristics, market share, pricing, and advertising; maintaining research databases.
* Keeps promotional materials ready by coordinating requirements with graphics department; inventorying stock; placing orders; verifying receipt.

**Skills:**

* Computer literate,a passion for selling, personal ambition, ability to communicate with people at all levels.
* An outgoing and likable personality, confident and authoritative speaker, strong presentation skills.
* Confidence in my own abilities, a high degree of self-motivation, strong negotiation skills.
* Able to work on my own initiative and as part of a team
* Results orientated, good time management

**Training**

**Disaster Management Training**

 August 13-15, 2008

 Philippine National Red Cross

 KumintangIbaba, Batangas City

**Basic Life Support (CPR Training for Health Care Providers) and**

**Standard First Aid Training.**

August 26-28, 2010

Philippine National Red Cross

KumintangIbaba, Batangas City

**Seminars Attended**

**“Preparing Children with Special Needs for Integration into the Community: Coping with Pre-Vocational, Sexual and Spiritual Needs”**

UB Library Conference Hall

University of Batangas,

Hilltop, Batangas City

February 18, 2011

**“Nurses On Call For The Project Entreprenurse: Pushing the Boundaries of the Nursing Profession through Nurse Entrepreneurship”**

SM Cinema 4

SM City Lipa, LipaCity,Batangas

February 09, 2011

**“Work Ethics Seminar”**

Culture and Arts Auditorium,

University of Batangas

Batangas City

February 04, 2011

**“Culturally Diverse Filipino Nurses for Excellent Customer Service”**

Freedom Hall, SHL, Building

 Lyceum of the Philippines University

 Batangas City

 October 22, 2010

 **“Fundamentals of Nursing: Relating Old Concepts to New**

 **Ideas in Hospital Practice”**

SMX Convention Center

 Seashell Drive, Mall of Asia Compound

 Pasay City, Philippines

 August 01, 2009

**Education**

 COLLEGE **: Bachelor of Science in Nursing**

 **University of Batangas**

 Hilltop, Batabgas City, Philippines

 2006 – 2011

 SECONDARY **: Gingoog City Comprehensive Nat’l High School**

Gingoog City, Misamis Oriental, Philippines

 2000 – 2004

 PRIMARY **: Don RestitutoBaol Central School**

Gingoog City, Misamis Oriental, Philippines

 1995 - 2000