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**ROSARY**

**ROSARY.365764@2freemail.com**

**Summary: Motivated and hardworking medical coding professional. Familiar with procedures and conventions of medical coding. Committed to provide quality services.**

**ELIGIBILITY AND SKILLS**

* **Certified Professional Coder (CPC) Passer – December 17, 2016,**

**Exam score 92%.**

**AAPC Membership ID: 01511490**

* Knowledge in ICD-10-CM, CPT, HCPCS codes and HIPPA Compliance.
* Flexible and capable of multi-tasking, can adapt easily to change of environment and work schedule.
* Demonstrate aptitude for developing new skills. Very much willing to learn and undergo training.
* Ability to communicate through writing and speaking using medical knowledge.
* Familiar with medical abbreviations, terminologies and diagnosis.
* Proficient in computer applications (Microsoft Office)

**EDUCATIONAL BACKGROUND**

**Oct. 2016 – Dec. 2016 : HEALTHCARE CODING & BILLING INSTITUTE (HCBI)**

CPC Training Course

 Sen. Gil Puyat, Makati City

**1999 – 2004 :** **University of the East Ramon Magsaysay Memorial Medical Center**

Doctor of Medicine

 Aurora Blvd. Quezon City

**1996 – 1999 : DE LA SALLE UNIVERSITY**

B.S. Biology

 Taft. Avenue, Manila

**WORKING EXPERIENCES**

**Jan. 20, 2017 – April 7, 2017 : MIRAMED PHILIPPINES GROUP, LLC-Philippine Branch**

 **Medical Coder Trainee**

 Pasig City, Philippines

**Jan. 2014 – July 2016 : JESUS, THE GOOD SHEPHERD HOSPITAL**

 **Medical Assistant**

 Poblacion, Pulilan, Bulacan

**JOB DESCRIPTION**

* Perform secretarial duties utilizing knowledge of medical terminology, and hospital, clinic and laboratory procedures.
* Schedule and confirm patient appointment, consultations and referrals.
* Perform initial history taking and physical examination on patients for consultation.
* Compile and record medical charts and reports.
* Bill and receive payments from patients for consultation and other services provided.

**June 2008 – Dec. 2013 : PULILAN BUTTERFLY HAVEN**

 **Part time Tour Coordinator**

 Poblacion Pulilan, Bulacan

**June 2007 – Dec. 2007 : NCO GROUP MANILA**

 **Collections Agent**

 ELJ Communications Center (ABS-CBN)

 Mother Ignacia St. Quezon City

**Jan. 2006 – May 2007 :** **MUNICIPALITY OF PULILAN**

 **Volunteer Medical Health Officer**

Poblacion, Pulilan, Bulacan

**April 2003 – March 2004 :** **UNIVERSITY OF THE EAST RAMON MAGSAYSAY**

 **MEMORIAL MEDICAL CENTER (UERMMMC)**

 **Clinical Clerkship**

 Aurora Blvd., Quezon City

**PERSONAL DATA**

Date of Birth : October 13, 1979

Civil Status : Single

Religion : Roman Catholic