|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| MERILLE  [MERILLE.365770@2freemail.com](mailto:MERILLE.365770@2freemail.com) | | | | | | |  | | |  |
|  |  |  |  |  |  | |  |  |  |  |
|  |  |  |  |  | **Personal Information** | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | Profile | : Female, 31 yrs. old, Single | | | |  |
|  |  |  |  |  |  |
|  |  |  |  |  | Birthdate | : November 02, 1985 | | | |  |
|  |  |  |  |  | Nationality | : Filipino |  |  |  |  |
|  |  |  |  |  |  |  | | | |  |
|  |  |  |  |  | Dubai, UAE |  |  |  |  |  |
|  |  |  |  |  | **CAREER SUMMARY:** | |  |  |  |  |
|  |  |  |  |  | A medical coding professional with an exceptional skill in assigning codes, | | | | |  |
|  |  |  |  |  | keen attention to details and a self-directed, highly- motivated individual | | | | |  |
|  |  |  |  |  | who gives importance to Time in accomplishing tasks and is able to work in | | | | |  |
|  |  |  |  |  | a team-oriented environment. A Registered Nurse with 4 years of | | | | |  |
|  |  |  |  |  | experience in a Hospital setting and 4 years of experience as a School | | | | |  |
|  |  |  |  |  | nurse as well. In addition, a trained Medical Coder in an AAPC accredited | | | | |  |
|  |  |  |  |  | school who passed the CPC exam last December 2016 with a score of | | | | |  |
|  |  |  |  | 86%. | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | **Skills** |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | |  |  |  |  |  |  |  |
|  |  | Coding |  |  | ICD10-CM |  |  |  |  |  |
|  |  |  |  |  | HCPCS |  |  |  |  |  |
|  |  |  |  |  | CPT |  |  |  |  |  |
|  |  |  |  |  | Medical Terminologies, Anatomy | | | | |  |
|  |  |  |  |  | Coding Guidelines | |  |  |  |  |
|  |  | Computer skills |  |  | MSWord, Excel Spreadsheet, Powerpoint | | | | |  |
|  |  | Language |  |  | English, speaking and writing | | | | |  |
|  |  |  |  |  | Tagalog, speaking and writing | | | | |  |
|  |  | Nursing |  |  | Assessment |  |  |  |  |  |
|  |  |  |  |  | Independent Nursing Procedures | | | | |  |
|  |  |  |  |  | Carry-out Physician’s order | |  |  |  |  |
|  |  |  |  |  | Basic Life Support | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | **Education** |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | |  |  | | | | |  |
|  |  | San Pedro College |  |  | Bachelor of Science in Nursing | | | | |  |
|  |  | Davao City, Philippines |  |  | June 2002- March 2006 | |  |  |  |  |
|  |  | Healthcare Coding and |  |  | Medical Coding |  |  |  |  |  |
|  |  | Billing Institute |  |  | October 2016- December 2016 | | | | |  |
|  |  | Makati, Philippines |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | **Professional License** | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | Professional Regulation |  |  | Registered Nurse | |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  | Commission |  |  |  | | | | |  |
|  |  |  |  |  | Registration Date: April 2007 | | | | |  |
|  |  |  |  |  | Valid until: November 2, 2019 | | | | |  |
|  |  | American Academy of |  |  | Certified Professional Coder | | | | |  |
|  |  | Professional Coders |  |  |  | |  |  |  |  |
|  |  |  |  |  | Valid until: November 2017 | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
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|  | | | |  | **Personal Experience** | |  |  |
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|  | | | |  |  |  |  |  |
|  | | | |  |  | | |  |
| ER/OPD staff nurse | | | |  | May 2008 - September 2012 | | |  |
| St. Camillus Hospital of | | | |  |  | Initial assessment | |  |
| Mati Foundation Inc | | | |  |  | Admission | |  |
| Madang, Mati, Davao | | | |  |  | Medication | |  |
| Oriental, Philippines | | | |  |  | Nursing Care Plan | |  |
|  | | | |  |  |
|  | | | |  |  Carry-out Doctor’s order | | |  |
|  | | | |  |  Assists Physician during procedures/Minor OR | | |  |
|  | | | |  |  Participates in Mobile Clinic | | |  |
|  | | | |  |  |  |  |  |
|  | | | |  |  | | |  |
| School Nurse | | | |  | July 2012 - December 2016 | | |  |
| Mati Polytechnic College, | | | | ● Administering and monitoring effectiveness of medication given at | | | |  |
| Inc | | | |  | school. | | |  |
| Brgy. Sainz, Mati, Davao | | | | ● Completing and presenting health histories | | | |  |
| Oriental, Philippines | | | | ● Providing school staff with current information about student’s health | | | |  |
|  | | | |  | concerns and care in a confidential manner. | | |  |
|  | | | | ● Keeps student’s record. | | | |  |
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