

**CATHERINE**

E-mail: Catherine.368951@2freemail.com

**OBJECTIVE**

Associate myself with a professionally driven esteemed organization which offers

continuous challenges and excellent growth prospect, where I could contribute

significantly to the organization through conceptual and medical skills.

**EDUCATION**

June 2001- March 2005 Tertiary Level

Bachelor of Science in Nursing

RiversideCollege

Bacolod City, Philippines

Philippine Nurse Licensure Examination: PASSED (License #0413350)

June 1997 – March 2001 Secondary Level

RamonTorresNationalHigh School

Bago City, Philippines

**WORK EXPERIENCE:**

**Insurance coordinator (Assistant Officer)**

**Sheikh Khalifa Specialty Hospital, Ras Al Khaimah, UAE**

**April 1, 2015 up to March 30, 2017**

Duties and Responsibilities:

* Approvals, claims screening, claims submission, follow up payment in insurance company and payment allocation.
* Review of Daily reports from IP, OP and ER encounters.
* Periodical updates in HIS system for Greenrain codes from the HAAD website and DDC mappings updates received from pharmacy.
* Uploading new drugs and maintaining drugs billing codes in billing system.
* Uploading new HCPCs code and partial maintenance of materials billing codes in billing system.
* Daily monitoring, data compiling, and monthly reporting of meal service and extrasfor IP, OP and ER. Results shared with higher management and Finance & Accounting Departments.

**Insurance coordinator**

Rosary Medical Center, Dubai, UAE

April 2008 until October 7,2014

**Duties and Responsibilities:**

* Daily encoding the claims in e claimlink through on line ( ICD

code of diagnosis and CPT code of the services).

* Asking for verbal approval, online or faxing to the respected

companies

* Screening the claims with correct patient name according to the insurance card of the patient, signature of the member, date of expiration, stamp of the doctor and signature, with correct diagnosis and the network if it is covered or not in our facilities.
* Follow up the pending approval to the respected companies.
* Submission of monthly claims.
* Doing re-submission through remittances in dhpo in e claimlink with in the limit of number of days according to the date posted in remittance list.
* Coordinating to all insurances for the inclusion of unlisted services in our agreed tariff.

**Front Desk Officer/Billing Staff/Medical Record Staff**

Rosary Medical Center, Dubai, UAE

**Duties and Responsibilities:**

* Assists patients, schedules appointments.
* Creates new medical records and retrieves existing medical records by gathering appropriate record folders and contents; assigning and recording new record numbers; verifying existing record numbers; inputting and recording locations to computer; delivering records.
* Maintains master patient index by completing assigned portion of daily audit trail; corrects and communicates problems according to established procedures.
* Maintains patient confidence by keeping patient records information confidential.
* Processes payment and insurance information.
* Interacts with other health care professionals and performs other

general office and clerical tasks.

* Takes patients’ insurance information and coordinates with different

Insurance companies.

* Screening the insurance card of the member if it is accepted in our facilities as direct billing or re-imbursement basis and inform the patient.
* Receive and screen telephone calls and visitors.
* Registered new patients and preparing the daily appointments list

every department.

* Make sure all the services of patient done.
* Always double checked the insurance card for the excess or co pay of the member that need to be collected from them.

**Staff Nurse (Reliever)** Dr. Pablo O. Torres Memorial Hospital,

Philippines

August 27, 2006- February 7, 2007

**AREA**

Recovery Room

Ward

**Duties and Responsibilities:**

* Clinical assessment & obtaining data of the patient.
* Taking vital signs & gives direct nursing care.
* Assisting physician when examining patient.
* Carry out initial order and performing emergency care.
* Giving initial medication and allergy testing as per doctor’s order.
* Receiving proper endorsement from ER/Ward.

**PERSONAL INFORMATION:**

Nationality: Filipino

Visa Status: Tourist Visa

Birth Date: November 15, 1983

Status: Married

**I hereby certify that the above information are true and correct to the best of my knowledge.**

**Catherine**

**Applicant**