**Lova**

**Lova.369586@2freemail.com**

A highly competent and motivated person with two years experience in a hospital setting in the Philippines. Well organized and efficient in providing support to the team for timely completion of task at hand.

Ready and qualified for the next stage in a successful career in finding a position that allows me to use my background in nursing and begin one with a potential for long-term advancement.

WORK EXPERIENCE

**Medical Claims Processor**

NextCare - Dubai - 2015 to Present

Responsibilities

* Assess medical claims according to the member’s policy. (Example, apply copay as per policy.)
* Compare the claimed prices of the services to the agreed tariff.
* Evaluate services (medications, laboratory) if in line with the diagnosis.
* Make sure that pre authorization is provided for services needing one (ex. Maternity, dental, MRI, CT scan, PT).
* Evaluate resubmission claims.

Accomplishments

Familiarity with insurance claims processing in the UAE. I can process both fresh and resubmission claims.

Skills Used

-Knowledge with medical terminologies.

-Familiarity in Microsoft Office -Word, -Excel, -Outlook. -Attention to detail.

-Time management and organizational skills.

**Registered Nurse**

OWWA- Misamis Oriental Provincial Hospital- Alubijid - January 2013 to November 2014

Responsibilities

* Assess admitted patients. Take vital signs.
* Impart health teachings to patient and family members.
* Administer ordered medications.
* Continuously monitor patient’s condition.
* Make independent nursing interventions based on assessed problems.
* Prioritize patient problems based on degree of urgency.
* Carry out doctor’s order and report changes in patient’s condition.

Accomplishments

Provide the highest regard to providing care to the patient.

Skills Used

-Phlebotomy skills. -Communication skills. -Time management. -Attention to detail.

EDUCATION

**Bachelor of Science in Nursing**

Xavier University- Ateneo 2008 to 2012

SKILLS

medical terminologies (5 years), Microsoft Office (5 years), Microsoft Excel (1 year), Nursing Skills (1 year), Insurance (2 years)