**LIZA MARIE**

[**lizamarie372400@2freemail.com**](mailto:lizamarie372400@2freemail.com)

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**Summary of Qualifications**

Certified Professional (Medical) Coder-Apprentice - 01506612

Philippine Registered Nurse - 0372703

Qatar Registered Nurse – 2956

Health Authority Abu Dhabi (HAAD) RN Passer – AGN141357

Dubai Health Authority (DHA) RN Passer – DHA/LS/582015/501441

Certified Basic Life Support Provider – 4fb2dfa3bdd53

Certified IV Therapy Nurse – 16-009851

Philippine Nurses Association Member – 2016-023542

More than 9 Years Hospital Experience

***WORK EXPERIENCE:***

**EMPLOYMENT DATES:** **25/January/2017 to July/14/2017**

**EMPLOYER: Optum Global Solutions**

**ADDRESS:** McKinley Hill, Taguig City

**POSITION HELD:**  Medical Coding Specialist

**EMPLOYMENT DATES:** **31/July/2011 to June/30/2015**

**EMPLOYER: Al Ahli Hospital**

**ADDRESS:** P.O. Box 6401,Doha Qatar

**HOSPITAL CATEGORY:** Tertiary Hospital

**POSITION HELD:**  Staff Nurse

**UNIT/WARD:**  OB-Gyne Unit

**NO. OF BEDS:** 250 beds

**NURSE/PATIENT RATIO:** 1:5

**EMPLOYMENT DATES:** **16/December /2009 – 16/July/2011**

**EMPLOYER: St. Luke’s Medical Center**

**ADDRESS:** 279 E. Rodriguez Sr. Avenue, Quezon City

**HOSPITAL CATEGORY:** Tertiary Hospital

**POSITION HELD:**  Staff Nurse

**UNIT/WARD:**  Coronary Care Unit

**NO. OF BEDS:** 660 beds

**NURSE/PATIENT RATIO:** 1:2

**EMPLOYMENT DATES:** **08/May /2006 – 15/December/2009**

**EMPLOYER: St. Luke’s Medical Center**

**POSITION HELD:**  Charge Nurse

**UNIT/WARD:**  Cardiovascular Unit III

**NO. OF BEDS:** 660 beds

**NURSE/PATIENT RATIO:** 1:6

**DUTIES AND RESPONSIBILITIES:**

1. Analyze patient charts carefully to know the diagnosis and represent every item with specific codes
2. Collect health information as documented by medical specialists and code them appropriately
3. Consult medical specialists for further clarification and understanding of items on patient charts to avoid any misinterpretation
4. Ensure that codes tally with doctors’ diagnosis
5. Advocate for patients where their medical history is needed as evidence
6. Evaluate and re-file appeals of patient claims that were denied
7. Be updated about new coding rules as codes change from time to time
8. Develop good client relationship in the course of duty
9. Collect and distribute coding related information and billing issues
10. Provide accurate answers to queries on coding

**Special Knowledge**

* ICD-10-CM
* PCS
* CPT®
* HCPCS Level II
* Coding Guidelines
* Medical Terminology
* Anatomy and Physiology

**Additional Skills**

* Computer Literate

1. Microsoft Word
2. Microsoft Excel

* Language Proficiency

1. English (written and verbal)
2. Filipino (written and verbal)
3. Arabic (verbal)

**Educational Background**

**Sept. – Nov. 2016** AAPC – CPC-A

Healthcare Billing Institute

###### 2001 - 2005 BACHELOR OF SCIENCE IN NURSING

###### Wesleyan University, Philippines

**1997 – 2001** SECONDARY EDUCATION

St. Paul School, Nueva Ecija

**Personal Data**

**Date of Birth :** August 8, 1984

**Place of Birth :** Nueva Ecija

**Age :** 32 y/o

**Sex :** Female

**Citizenship :** Filipino

**References:**

**Contact Person : Bryan A. Licco**

**Position Held :** Subject Matter Expert

**Address :** Optum Global Solutions

**Telephone Number :** +639185413005

**E-mail Address :** bryan\_licco@optum.com

**Contact Person : Jade Hazeil Garcia - Villena**

**Position Held :** NurseUnit Manager – CVU III

**Address :** St. Luke’s Medical Center, Quezon City

**Telephone Number :** +639255545057

**E-mail Address :** jhd\_garcia@yahoo.com

**Contact Person : Mahmoud Kdeih**

**Position Held :** Nursing Supervisor

**Address :** Al Ahli Hospital, Doha Qatar

**Telephone Number :** +97433211907

**E-mail Address :** kdeihm@ahlihospital.com