



Tra-an May N. Rotula, PTRP

Sharjah, United Arab Emirates
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PERSONAL INFO

Nationality : Filipino
Date of Birth : May 9, 1994
Languages : English (Fluent)
Filipino (Native)
Arabic (Beginner)
Civil Status : Single
Visa Status : Visit Visa valid until
July 10, 2021

SKILLS & ABILITIES

- Adaptability
- Administrative
- Communication
- Computer
- Customer Service
- Data Entry
- Interpersonal
- Medical Terminology
- Patient Record Management
- Planning & Organizing
- Problem Solving
- Result-driven
- Safety Awareness
- Teamwork
- Time Management

OBJECTIVE

Skilled in optimizing clinic workflows by managing patients flows, physician schedules, and patient appointments. Strong administrative skills and patient record management. Seeking to take next career step with a highly respected healthcare organization dedicated to producing positive patient outcomes and delivering exceptional customer service.

WORK EXPERIENCE

Medical Receptionist – MV Santiago Medical Center, Philippines Apr 2020 – Jun 2021

- Greet and check in patients, and collect personal, medical, and insurance information
- Schedule, reschedule, and verify patient appointments; schedule appointments with secondary care providers
- Coordinate physician schedules and maintain patient flow by communicating patient arrivals or delays
- Use EMR software to manage patient records and files; reinforce and uphold patient confidentiality as required by HIPAA and clinic
- Manage office and medical supply inventories; receive deliveries and organize supplies in stockrooms and exam rooms

Physical Therapist Staff – MV Santiago Medical Center, Philippines Sep 2017 – Jun 2021

- Consulted with patients to learn about their physical condition and symptoms
- Diagnosed movement dysfunction and developing a treatment plan
- Taught patients how to properly use therapeutic exercise techniques
- Provided stimulation or massage to promote healing
- Assisted patients with the use of equipment such as wheelchairs or walkers
- Maintained patient records and keeping track of goals and progress
- Advised the patient and family about in-home treatment options and exercises

EDUCATION

Bachelor of Science in Physical Therapy

De La Salle Health and Sciences Institute – Cavite, Philippines
Jun 2010 – Oct 2015

LICENSE

- Physical Therapist's Licensed, Philippines (PTRP) Feb 2017
- Driver's Licensed, Philippines Apr 2018

SEMINARS & CERTIFICATIONS

- To Play Or Not To Play On Field Assessment And Management Of Sports Injuries Apr 2019
- Shoulder Unfrozen, An Integrated Approach To Frozen Shoulder and Other Shoulder Dysfunction Jun 2018
- Sportape Kinesiology Taping Course Feb 2017

REFERENCES

Available upon request