

Gerissa S. Rensales

Muweilah, National Paints Sharjah, UAE

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CAREER OBJECTIVE:

To be able to perform work functions where abilities, skills, education and experience will be of valuable application in a prestigious organization, company or corporation.

SUMMARY OF QUALIFICATIONS:

A highly competitive and an experienced professional with two years background in medical insurance. It is my personal goal to ensure that tasks are done with a high level of accuracy and delivered in a timely manner. I have experience in medicals claims processing, interpretation of policies, medical billing and coding, and approvals for outpatient cases, and customer service.

PERSONAL BACKGROUND:

Date of Birth:	May 09, 1988
Civil Status:	Married
Citizenship:	Filipino
Visa Status:	Employment Visa
Language:	English & Tagalog

EDUCATIONAL BACKGROUND:

2005- March 2009	Bachelor of Science in Nursing Batangas State University - ARASOF Nasugbu, Batangas
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SKILLS:

- Proficient in Windows Application (MS Word, Excel, Power Point, Outlook)
- Articulate in oral and written English
- Excellent customer service, over the telephone and at the front desk
- Knowledge of medical, pharmaceutical, and other health services, practices, and terminology including (ICD & CPT codes)
- Able to learn and apply quickly and effectively
- Has experienced working on back office systems and environments, e.g. scan, fax, and email.
- Knowledgeable in standard operating procedures of documentation.
- Hardworking and willing to be trained.

WORK EXPERIENCES:

MEDICAL INSURANCE COORDINATOR

Riaz Medical Centre

Al Wasit Street- Al Shahba Area, Sharjah U.A.E

March 13, 2017- PRESENT

Duties and Responsibilities:

- Managing works in the department by planning, organizing and directing the clinic insurance programs
- Preparing and submitting documentation in support of property and liability claims involving the facility.
- Maintaining relations with insurance providers and provide customer service and liaison between the patients, physicians, nurses, medical coders and Insurance company
- Managing the front desk staffs and ensuring team development and complaint resolution, setting key performance indicators for direct reports and Collaborating with other members of the team to carry out work smoothly.
- Maintaining confidentiality with regards to any information exchanged or received in accordance with facility policy.
- Clarifies discrepancies in documentation and coding.
- Verifies health care charges against established rates for diagnosis, treatment, services and supplies.
- Maintain patient accounts via automated billing system, using codes to facilitate reimbursement from insurance companies; and establishes pro-rata responsibility to permit prompt collection of patients share.
- Assisting with the overall patient finance operations of the acute care facility including patient accounts and other financial planning activities within the clinic organization.
- Adhering to requirements of the occupational health and safety guidelines and infection control guidelines.

OUTPATIENT NURSE

Medical Center Western Batangas

Lanatan, Balayan, Batangas, Philippines

October 2016- March 2017

Duties and Responsibilities:

- Maintains confidentiality of patient's record and other information.
- Assist in providing simple nursing care, treatment and procedure to patients in the unit.
- Taking and recording patients initial vital signs.
- Answering phone calls with good assistance regarding to patient's concerns and inquiries.
- Prepare medical supplies needed in the unit.
- Ensure cleanliness, safekeeping and maintenance of surgical instruments, sets and other hospital equipment.
- Attend to the general housekeeping of the unit, assists in maintaining safe and therapeutic environment.
- Obtains prescribed medicines and staff development program
- Perform other duties as may be assigned from time to time.

PHARMACY ASSISTANT/ CASHIER

South Star Drug Inc.

F. Legaspi St., Brgy. Maybunga, Pasig City

May 2011- March 2014

Duties and Responsibilities:

- Receives and attends to orders of customers
- Double-checks change and items ordered by customers
- Ensures validity of prescription before issuing prescription drugs
- Attends to customer inquiries on products lines, availability and prices
- Assists in the maintenance of the cleanliness and orderliness of the work area
- Performs other functions related, analogous, and germane to the preceding enumeration as may be assigned by superiors from time to time.

Character reference: Available upon request.

I certify that the statements made in this application are correct and complete to the best of my knowledge.

GERISSA S. RENSALES