



Contact

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0939-439-2505

0956-865-2012

Email

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Address

AREA 8 & 9 LUZON AVE. BGY. MATANDANG
BALARA, QUEZON CITY

Education

2016

ASSOCIATE IN HOTEL & RESTAURANT SERVICES

Colegio De Sta. Teresa De Avila Foundation, Inc.

Language

English

Tagalog

Bisaya

Reference

Sharleen S. De Guzman

Chief Financial Officer
Eagle Rock Dialysis & Wellness Center, Inc.

Phone: 864-586-60

Sharmee O. Pineda

Human Resource Officer
Brockton Corporation DBA Lifebridge
Dialysis Center

Phone: 0935-782-0237

Margie M. Avenido

- Knowledgeable in using Bizbox Beacon Portal
- Knowledgeable in navigating Philhealth's Portal
- Knowledgeable in registering patient's in PDD registration
- Knowledgeable in Philhealth forms

Experience

MAY 2021 - PRESENT

BROCKTON CORPORATION DBA LIFEBRIDGE DIALYSIS CENTER PHILHEALTH OFFICER

- Receives, examines and evaluates claims for payment of various benefits or other benefits under Philhealth insurance program.
- Advise medical providers, claimants, and others on rules, procedures, policies and laws concerning the insurance program; authorize or deny medical treatments or procedures, requests for additional information, medical examination or other courses of action.
- Responsible for the accurate and timely transmittal of Philhealth claims.
- Attend to the RTH/Denied claims and ensure that the same are refiled within the prescribed period given by Philhealth.
- Responsible for the issuance of patient's Philhealth utilization.
- Monitoring of status of all Philhealth claims.
- Encoding/Billing of Doctor's PF in Quickbooks.
- Monitoring of all Philhealth new advisory and circulars.
- Receives ACPN and issues Original receipt to Philhealth Insurance Inc.

DECEMBER 2019 - SEPTEMBER 2020

EAGLE ROCK DIALYSIS & WELLNESS CENTER INC. PHILHEALTH OFFICER

- Attend to the RTH/Denied claims and ensure that the same are refiled within the prescribed period given by Philhealth.
- Responsible for the accurate and timely transmittal of Philhealth claims.
- Responsible for the issuance of patient's Philhealth utilization.
- Receives, examines and evaluates claims for payment of various benefits or other benefits under Philhealth insurance program.
- Receives, examines all patients Philhealth benefit requirements.

NOVEMBER 2018 - AUGUST 2019

HARLAN + HOLDEN GLASSHOUSE FRONTLINER / SERVER

- Attend to guest needs, take order and serve.
- Responsible for the end of the day report.
- Anticipate guest needs without them having to ask.
- Responsible in receiving reservations.
- Responsible in making sure that we provides a positive customer experience, friendly, and courteous service.

MARCH - DECEMBER 2017

EAGLE ROCK DIALYSIS & WELLNESS CENTER INC.

PHILHEALTH OFFICER / FINANCIAL ASSISTANCE OFFICER

- Attend to the RTH/Denied claims and ensure that the same are refiled within the prescribed period given by Philhealth.
- Responsible for the accurate and timely transmittal of Philhealth claims.
- Responsible for the issuance of patient's Philhealth utilization.
- Receives, examines and evaluates claims for payment of various benefits or other benefits under Philhealth insurance program.
- Receives, examines all patients Philhealth benefit requirements.
- Prepare documents/requirements needed for patients guarantee letter.