



# FRANCIS ANTHONY BADDAL

VIRTUAL TEAMMATE



## SKILLS SUMMARY

- Medical Billing
- Data Entry
- Internet Research
- Graphic Design
- Office Software
- Claims Processing
- Account Receivables

## TOOLS

- Valant
- Waystar
- Kareo
- Microsoft Office
- Google Suite

## PERSONAL PROFILE

A **Virtual Assistant** with more than 2 years of experience in managing billing and administrative tasks, as well as a wealth of knowledge in organizing and supporting day-to-day operations. I also spent 3 years as a BPO Team Leader with a direct focus on creating outstanding teams.

## WORK EXPERIENCE

### VIRTUAL ASSISTANT | MEDICAL BILLER

[Flourish Mental Health](#) | April 2022 - July 2024

- Perform Insurance Verification
- Claim submission
- Process payments (AR) and Collection
- Review and correct billing errors

### TEAM LEADER

[Alignment Provider Services](#) | July 2020 - March 2022

- Run and analyze weekly client reports
- Perform special project assignments; research and provider outreach work
- Present to clients weekly and monthly Business reviews
- Review complex issues and provide indepth analysis on CTM for clients
- Monitor the quality of work as the team provides Insurance Providers with routine

[American Logistics](#) | December 2020 - April 2021

- Perform customer experience management activities,
- Assist Program Head on Process Improvement, Productivity, and Billable hours

[WellCare](#) | December 2019 - December 2020

- Monitor and ensure that each team member has a balanced workload
- Provide performance insights and action plans to Program head

## EDUCATION HISTORY

[Silliman University](#)

- Bachelor of Science in Nursing, 2006