



MARY JUSTINE DELA ROSA

VIRTUAL TEAMMATE



SKILLS SUMMARY

- HIPAA Trained
- Patient Intake
- Insurance Verification:
Benefits, Eligibility:
Authorization
- Mastery in Home Health
- Medical Records Review
- Attention to Detail
- QA OASIS Review

TOOLS

EHR: Kantime, WellSky,
Allscripts, Careport, Strata
Health, Mayo Medical

VOIP & Messaging: Intermedia
Unite, Reach UC, Tiger
Connect, QliqCHAT, Verizon+

Insurance: Availity, UHC,
BCBS, Waystar, Inovalon

PERSONAL PROFILE

A **Registered Nurse** with 2 years experience in various tasks in different fields. A tech savvy and problem solver that you can rely on. Enthusiastic individual with superior skills in both team based and independent capacities.

WORK EXPERIENCE

PATIENT CARE / INTAKE COORDINATOR

MD Home Health | Jan 2024 - Aug 2024

- Clinically reviewed patient medical records and triaged them according to urgency
- Coordinated with clinicians, providers, social workers, and health aides to ensure continuity of care.
- Managed referral portals and coordinated with case managers to update patient information and condition.
- Answered inbound calls to answer admin and patient care coordination concerns Updated and monitored patient database through accurate data entry.

EXECUTIVE ASSISTANT

She Assists LLC | Jan 2021 - Oct 2022

- Lead Generation and Nurturing
- Appointment Scheduling
- Content Creation and Social Media Management

CUSTOMER SERVICE REPRESENTATIVE

JP Morgan and Chase | March 2019 - Sept 2019

- Answered inquiries regarding Retail Banking

EDUCATION HISTORY

Cebu City Medical Center - College of Nursing

- Bachelor of Science in Nursing
- Completed necessary number of cases and hours in Medical Ward, Operating Room, Delivery Room, Community Health, and Emergency Disaster Risk Reduction Center