

HEALTHCARE VIRTUAL ASSISTANT
HERMENEGILDO P. ARCIGA III, RND

PROFILE

A licensed-nutritionist dietitian in the Philippines with significant experience as a Healthcare Virtual Assistant with focus on live scribing, patient documentation, and administrative support. Officially registered as a business (freelancer) and HIPAA course certified.

EXPERIENCE

QUALITY CONTROL SPECIALIST, VILLAGE GOURMET COMPANY INC - 2021

Monitored the overall production operations to ensure proper guidelines are met through HACCP, GMP and HALAL standards.

HEALTHCARE VIRTUAL ASSISTANT, HELLORACHE - 2021-Present

- 4-year work experience as a Virtual Assistant, full time at Iyengar Hematology Oncology Medical Center P.A
- Responsible for typing in, formatting, and organizing doctor's notes in the EMR (iKnowMed Generation 2) for an average of 45 patients daily
- Inputs the proper ICD 10 codes, vitals, and medications; all in a fast-paced environment using a highly optimized workflow honed through experience
- Updates medication lists for complex patients and populating patient records with relevant information
- Calls pharmacies for medication list request, sends out prescriptions, computing dosage of chemotherapy/immunotherapy drugs to be approved by the doctor
- Compiled and sorted patient records to the EMR including accessing provider portals to obtain results. Handled emails for prior authorizations, referrals and scan requests

EDUCATION

University of the Philippines Los Baños - Bachelor of Science in Nutrition, AY 2015-2020

SKILLS

- Exceptional typing speed with 100 words per minute
- Proficient in using EMRs (iKnowMed, Epic) as well as Microsoft Office and other document tools
- Can utilize AI tools and programs well to maximize efficiency
- Equipped with a dual-monitor desktop set up with back-up power, internet, and laptop in case of emergencies