



JUDY LOU LISAY

PHRN/GENERAL VIRTUAL ASSISTANT/MEDICAL SCRIBE

MY CONTACT

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Albay, Philippines 4501

Qualifications

- Proven clinical experience
- Proven experience in general virtual assistance
- Proven experience as medical scribe
- Customer Service skills
- Proficiency with word-processing software and spreadsheets (e.g., MS Office).
- HIPAA oriented

ABOUT MYSELF

As a dedicated **Nurse** and **Medical Scribe**, I bring a comprehensive blend of **clinical expertise** and **meticulous documentation skills** to the healthcare setting. My background in nursing equips me with a deep understanding of patient care, medical procedures, and healthcare protocols. Coupled with my experience as a medical scribe, I excel in creating accurate medical records, ensuring seamless communication among healthcare professionals, and contributing to efficient patient care. **My commitment to excellence and continuous learning makes me a valuable asset to any medical team.**

EXPERIENCE

NURSE 2018-2023

provided holistic care, managed patient treatment plans, and administered medications with precision. I am adept at collaborating with multidisciplinary teams to optimize patient outcomes and have a proven track record in emergency response, patient advocacy, and health education. My dedication to fostering a supportive environment for patients and their families is at the heart of my nursing practice.

General Virtual Assistant 2021-2023

As GVA-Telemarketer, I called potential clients and offer company services, handled objections, followed proper call flow, cold calling, handled CRM, worked with dialers and scheduling apps, booked appointments, and performed administrative tasks as supervisor

Medical Scribe 2023-2024

As an experienced Medical Scribe, I have honed the ability to meticulously document patient encounters with precision and speed. My role has been pivotal in facilitating efficient workflow within medical facilities, allowing healthcare providers to focus on patient care. My expertise includes real-time charting of medical consultations, translating complex medical terminology into clear documentation, and managing electronic health records with a high degree of confidentiality. My commitment to accuracy and attention to detail ensures that patient data is recorded systematically, contributing to high-quality care and streamlined operations.

EDUCATION

2024

Diploma in Medical Secretary (Alison Online Course) A self-paced course discussing medical secretary roles (Patient confidentiality), Medical Record Management and IT in Healthcare, clinical coding and Billing in medical administration

2008

Bachelors Degree in Nursing
Southwestern University, Cebu City