

## CONTACT

# Melchor Jr. C. Ligon

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## EXPERIENCE

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February 2024 -  
December 2024

- **Medical Biller**

Vee Healthtek Ph Inc

Responsible for managing and processing healthcare billing information using Epic's electronic health record (EHR) system. This includes verifying patient insurance details, submitting claims to insurance providers, and ensuring accurate billing. I also handle payment postings, resolve billing discrepancies, and collaborate with healthcare providers to ensure proper reimbursement for services rendered.

February 2023 -  
January 2024

- **Medical Claims Analyst**

Med-Metrix Ph

Responsible for reviewing, processing, and analyzing healthcare claims to ensure accuracy and compliance with insurance policies. I use Athenahealth's integrated platform to verify patient information, check medical procedures correctly, and submit claims to insurance companies. I also track claim status, investigate denials, resolve discrepancies, and communicate with healthcare providers or payers to ensure timely and accurate reimbursement.

August 2022 -  
January 2023

- **Healthcare Customer Service**

Results Cx

Responsible for assisting policyholders with inquiries related to their health insurance coverage. This includes answering questions about benefits, claims status, coverage options, and network providers.

## EDUCATION

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2018-2022

- **Earist Manila**

Bachelor of Science in Computer Science

2016-2018

- **Technological Institute of the Philippines**

Senior Highschool

## REFERENCE

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- **Mary Joy Gabriel - Vector Outsourcing Solutions Inc.**

Operations Manager

Joyresugabriel@gmail.com

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- **Jonathan Palaje - Carelon Global Solutions Philippines**

Assistant Manager

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