

Muryelle Guia

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Work Experience

Virtual Junior Healthcare Credentialist / Virtual Assistant

Access Healthcare International LLC - Work from Home
August 2022 to July 2023

- Responsible for managing the ATS/VMS (BullHorn, LaborEdge, Relias, Vaya, Qualivis, ShiftWise, Wand, CrossCountry, etc) uploads for new candidates, candidates for extension and the Expiring Credential Department (as requested). This role is also in charge of the completion of credentialing/re-credentialing process of the healthcare staff
- Responsible for auditing compliance requirements of client candidates to ensure everything is up to Joint Commission standards
- Recipient of Employee of the Month award for December 2021 and March 2023

Freelance Quality Assurance Analyst (part-time)

Minerva Solutions Company LLC - Work from Home
August 2022 to January 2023

Responsible for quality assurance of home health patient records of client agencies using Kinnser and UltraHHC

Virtual Account Manager/ Staffing Coordinator

StaffHealth - Work from Home
April 2022 to August 2022

- Managed providers on assigned facilities, speaking to clients and coordinating needs they have, making sure contracts with clients we have are still active, addressing concerns of providers with regards to shifts or pay
- Managed 10 states (GA - northwest, ID, IA, KS, CO, CA, UT, OR, IN, SC) with a total of 73 facilities.

Virtual Recruiter

StaffHealth - Remote
March 2022 to April 2022

Responsible for making recruitment calls to candidates in several different states and ensuring compliance with their credentials before getting their respective per diem assignments

Virtual Credentialing Coordinator

Aya Healthcare - Work from Home
September 2021 to March 2022

- Member of Expiring Docs team specializing in checking expired credentials of travelers and asking for updated ones
- Worked as a virtual junior credentialist

Chat Support and Chat Consult Support Volunteer

Bayanihan e-Konsulta, Office of the Vice President - Work from Home

April 2021 to October 2021

Member, data geeks monitoring and evaluation team - compiles attendance and use Microsoft Excel to validate data and make reports

On the Job Trainee (OJT)

DLSHSI-Angelo King Research Center - Dasmariñas

April 2010 to May 2010

Assisted in making culture media for the microbiology laboratory of the basic research unit

Education

Online Course in Medical Coding

HIM Training Institute - Work from Home

November 2021 to January 2022

Doctorate in Medicine

University of Perpetual Help - Dr. Jose G. Tamayo Medical University - Biñan City

June 2016 to April 2020

Doctorate in Medicine

University of Perpetual Help - Jonelta Foundation School of Medicine - Las Piñas

June 2013 to April 2016

Doctorate in Medicine

De La Salle Health Sciences Institute - Dasmariñas

June 2012 to April 2013

Bachelor in Biochemistry

De La Salle University - Manila

May 2008 to December 2011

Skills

- Customer service
- English
- Communication skills
- Organisational skills
- Phone etiquette
- Computer skills
- Patient care
- Medical records
- EMR systems

Awards

Employee of the Month (Access Healthcare)

December 2022

Employee of the Month (Access Healthcare)

March 2023