






RAYA PARONGAN



CONTACT

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EDUCATION

BACHELOR OF SCIENCE IN PSYCHOLOGY

National Teachers College
2019 - 2023

HUMANITIES & SOCIAL SCIENCES (SENIOR HIGH SCHOOL)

Philippine Christian University (With Honors)
2016 - 2018

LANGUAGE

- ENGLISH (Fluent/Bilingual)
- FILIPINO (Native)

EXPERIENCE

LEGAL ADMINISTRATIVE ASSISTANT

United Services Plus, Inc.
California, U.S.A. (Remote) | April 2024 - Present

A lien-based pharmacy that offers medical services and equipments in accordance with federal and state law; counsel patients and caregivers

- Receive, organize and retrieve legal and patient documents
- Drafting and preparation of documents
- File and serve documents to case parties
- Correspondence with management and case parties
- Update internal records and public adjudication records

VIRTUAL MEDICAL SCRIBE

eData Services Philippines, Inc.
Taguig City, Philippines | September 2023 - April 2024

eData Services Philippines, and its only and parent branch in the US specializes in Health Information Management. Among the services provided are virtual medical office assistants, virtual medical scribes, medical record excerpting and analysis, litigation support, and transcription services.

- Transcribing live and recorded clinic encounters
- Coordinating with management and clients
- Workers' Compensation litigation support; preparing, filing and serving petitions for medicals
- Data entry and organization, production report
- Medical report drafting

SKILLS & TOOLS

- Computer Literate
- Canva
- Microsoft Office, Outlook
- Google Workspace
- eCW, PracticeFusion, ModMed (*Electronic Medical/Health Records Software*)
- DigitalRx
- Zoiper/X-lite, 3CX (*VoIP*)
- Express Scribe
- EAMS (*Electronic Adjudication Management System*)
- CompData/GoCompData (*compensation, claims, liens & health information management software*)

REFERENCE:

Ma. Joannah Pauline Delos Reyes
Former Supervisor at eData Services Philippines, Inc.

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