Jocelyn ███████████

Present Address:

███████████████████████

████████

Basic Information

Age	**Birth Date**	**Gender**	**Civil Status**
29	██████	Female	Single

Height (cm)	**Weight (kg)**	**Nationality**	**Religion**
152.4	44	Filipino	Christianity - Catholic

Work Experience

Jul 2022 - PRESENT
(2 Years, 3 Months)

HEALTH INFORMATION MANAGEMENT OFFICER/MEDICAL CODER

█████████████████

HealthCare / Medical

███████████████████████████

████████

- Responsible for Managing and Organizing patient health information, ensuring confidentiality, and coordinating with Healthcare professionals to retrieve and update patient data.
- Translating medical diagnoses and procedures into alphanumeric codes using ICD-10 books.
- Ensuring that the codes are assigned correctly, complying with medical coding guidelines and policies, and receiving and reviewing patient charts and documents for verification and accuracy.
- Encode birth, death, medical certificates and transcribe to the corresponding official forms,
- Managing and overseeing the licensing process for Business permits (e.g. Local Permits, PhilHealth accreditation, DOH license to Operate).

- Summarize and prepare an annual statistical report of healthcare facility activities which will be submitted to DOH.
- Prepare the monthly mandatory hospital report which will be submitted to PHIC.
- Attend inquiries which were related to health information management.

Feb 2019 - Jun 2022
(3 Years, 4 Months)

Health Information Management Staff

█████████████████████

HealthCare / Medical

████████████████████████████████

███████

- Receiving and reviewing patient's charts and documents for verification and accuracy.
- Performs ICD-10 coding for both inpatients and outpatients, including procedures.
- Ensure the completeness of patient's health record before the forwarding of patient's health record to archive room for safe keeping
- Prepare Medical Certificates, Birth Certificates, Death Certificates and Insurance Form.
- Ensure the tracking of patient's health record in and out in the unit
- Consolidate the daily floor census of the healthcare facility by the end of the month.

May 2017 - Feb 2019
(1 Year, 9 Months)

Information and Admitting Clerk

██████████████████

HealthCare / Medical

████████████████████████████████

███████

- Provides necessary assistance to clients who need hospital services.
- Data encoding.
- Prepare Medical Certificates for Outpatient.

Educational Attainment

Jun 2013 - Apr 2017   ███████████████████

Bachelor's / College Degree
Bachelor of Science in Business Administration Major in Financial
Management

Licenses / Certifications

Jul 30, 2021   **TRAINING COURSE ON THE INTERNATIONAL CLASSIFICATION OF DISEASE VERSION 10 (ICD-10) FOR CODERS**
2021-ICD-B0049

Government Documents

Passport

████████████████

████████████████

Date of Expiration: Dec 20, 2028

NBI Clearance

████████████████

Date of Expiration: Feb 08, 2025

Trainings / Seminars

Apr 18, 2024 - Apr 18, 2024   **Innovation Unlocks Access: Transforming Healthcare Towards UHC**

████

████████████████

Apr 16, 2024 - Apr 16, 2024   **PRO XI OPLAN Engage and Reconcile Forum 2024" Benefit Accounts Reconciliation Insight: Forum for Latest Updates"**

██████████████████

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Aug 23, 2023 - Aug 25, 2023   **Clinical Documentation Improvement**

███████████████████████████

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May 19, 2023 - May 19, 2023	**Data Privacy Act Seminar**
	██████████████████████
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May 10, 2023 - May 10, 2023	**First Aid Training: Basic Life Support"**
	██████████████████████████████████
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Apr 27, 2023 - Apr 27, 2023	**Customer Service Training**
	██████████████████████
	████████████████████████████

Apr 21, 2023 - Apr 21, 2024	**Seminar on Introduction to Casemix System and Diagnosis Related Grouping(DRG)**
	██████████████████████████████████
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Nov 26, 2022 - Nov 26, 2022	**Health Information Management International Conference**
	████████████████████████████████████
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Sep 16, 2022 - Sep 16, 2022	**Vital Registration System: Birth & Death Preparation & Registration**
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	████████████████████████

Apr 25, 2022 - Apr 29, 2022	**Health Information Management Training Course**
	████████████████████████████████████
	████████
	40 hour Webinar Training

Jul 19, 2021 - Jul 30, 2021	**International Classification of Disease Version 10(ICD 10) for Coders**
	████████████████████████████████████
	████████
	40 hour Webinar Training

Jan 25, 2020 - Jul 22, 2020	**Military Orientation Training**
	██████████████████████████████
	████████████████████████

Skills

Medical Coding | Strong Data Entry Skills | The ability to work well with others | Teamwork, Multitasking, and attention to detail | Patience and the ability to remain calm in stressful situations | To be flexible and open to change.

Languages

English, Tagalog

Character References