




ARLENE VILLARITO

 DUMAGUETE CITY, PHILIPPINES

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SUMMARY

Hello there! I'm Arlene C. Villarito, your next Medical receptionist | Outreach Coordinator specialist VA.

I help Healthplan to retrieve medical records. My role as a Medical Records Specialist in healthcare plays a critical role in managing and organizing patient information within a healthcare facility.

EXPERIENCE

MEDICAL RECEPTIONIST, 03/2023 - Current

Visaya, Dumaguete City, Philippines

- Maintained precision to uphold seamless operations in healthcare services.
- Comprehended medical terminology and ICD-10 codes to ensure accurate documentation of medical records.
- Expert in maintaining adherence to Health Insurance Portability and Accountability Act standards.
- Ensured clarity and satisfaction in client communications.
- Maintained high ethical standards in handling data.

CUSTOMER SERVICE REPRESENTATIVE, 01/2022 - 01/2023

Inspiro Relia, Dumaguete City, Philippines

- Communication skills.
- Problem-solving skills.
- Patience.
- Active listening.
- Time management.
- Product knowledge.
- Multitasking.
- Adaptability

EDUCATION

Negros Oriental State University, Bayawan City, 2020

Bachelor of Science: Bachelor of science in Criminal Justice Education

- Graduate
- Academic Achievement Award

LANGUAGES

English:  C2
Proficient

CERTIFICATIONS

- CERTIFIED LEAN SIX SIGMA WHITE BELT
- TOP PERFORMING OUTREACH COORDINATOR

REFERENCES

- LISA CATA CUTAN
- RHYZA GRACE DEVERO
- ROMEL LASAGAS