



Mary Elizabeth Anne Esteves

Healthcare Assistant

Contact

- +971-558031403
- anneesteves878@gmail.com
- Al Nud, Sharjah

About Me

Compassionate and reliable healthcare professional with 5 years of patient care experience in both hospital and outpatient clinic settings. Skilled in assisting nurses with bedside care, patient mobility, hygiene, feeding, and maintaining a clean, safe environment. Familiar with international standards including JCIA and experienced in working with diverse medical teams to support quality care and patient dignity.

Skills

- Bedside & Mobility Assistance
- Vital Signs Monitoring
- Chaperoning & Patient Transport
- Patient Hygiene & Comfort Care
- EMR Documentation
- Room Tidiness & Infection Control
- Clinical Stocking & Area Setup

Education

- Master of Science in Healthcare Management
Girne American University, Cyprus 2023 - 2025
- Practical Nursing
Saint Augustine School of Nursing, Philippines 2014 - 2016

Experience

- Medical Scribe (Remote)**
MD-at-home, Chicago, USA 2023 - 2024
 - Documented physician assessments, treatment plans, and patient progress into Athena EHR for elderly and chronically ill patients.
 - Ensured accurate, timely charting for 20+ patients daily in virtual care settings.
 - Supported home care services for patients with dementia, pressure ulcers, mobility limitations, and bedridden conditions.
 - Verified clinical terminology, treatment codes, and followed HIPAA standards.
- Healthcare Assistant**
Medcare Hospital, Al Safa, Dubai 2021 - 2023
 - Assisted patients with personal hygiene, feeding, turning, and mobility; ensured dignity and comfort at all times.
 - Performed ECGs independently and assisted technicians during treadmill stress tests, echocardiograms, and other cardiac procedures.
 - Administered nebulization treatments as ordered, monitored patient responses, and reported to nursing staff.
 - Communicated with patients regarding their laboratory test results and scheduled follow-up procedures, including Coronary Angiogram (CAG) appointments.
 - Chaperoned patients to diagnostic units (X-ray, CT scan, MRI) and during medical examinations.
 - Accompanied physicians during physical exams, prepared and cleaned instruments, and set up procedural trays.
 - Maintained a safe and clean environment using infection control standards; reported unsafe conditions and faulty equipment.
 - Supported meal delivery and feeding assistance, especially for patients with limited mobility.
 - Monitored stock levels in treatment rooms and assisted with supply ordering and inventory.
 - Participated in unit meetings, fire drills, and hospital-wide quality improvement activities.
- Medical Secretary**
Prime Medical Center, Al Safa, Dubai 2019 - 2021
 - Greeted and prepared over 50 patients daily, collected medical histories, and updated records in the EMR system.
 - Sent lab and diagnostic test requests through EMR and tracked pending insurance authorizations to ensure timely processing.
 - Provided post-visit instructions and supported patients with medication refill coordination.

- Managed physicians' daily schedules to ensure smooth workflow and reduced patient wait times.
- Chaperoned patients during consultations and assisted with mobility and positioning when needed.
- Maintained cleanliness and order in the clinical area, stocked supplies, and supported infection control practices.
- Awarded **Best Employee of the Month** (2019) by the Medical Director for outstanding patient care and teamwork.



CLINICAL & COMMUNITY HEALTH TRAINING

Student Nursing Assistant (Internship)

Ramon Tabiana Memorial District Hospital – Iloilo, Philippines

2014 - 2016

- Delivered bedside care including bathing, feeding, and repositioning patients in wards (medical, surgical, pediatric, and geriatric).
- Monitored vital signs and assisted with catheter care, specimen collection, and patient documentation.
- Maintained cleanliness of patient areas and managed supply inventories.
- Serve meal trays and feed patients.
- Provided assistance in transporting patients and answered call bells promptly.
- Make beds and maintain patients' rooms.

Community Health Nursing Intern

Barangay Health Center & Daycare, Iloilo, Philippines

2014 - 2016

- Participated in health education sessions, immunization campaigns, and maternal-child health services.
- Assisted in providing basic care services to underserved families and children.



CERTIFICATIONS

- National Competency Certificate II in Healthcare Services (TESDA – Philippines)
- CPR & First Aid HIPAA Certified
- HIPAA Certified Medical Biller
- Red Cross Youth Volunteer Certificate
- Best Employee of the Month (Certificate-awarded at Prime Medical Center Dubai)
- Clinical Training Certificates – 1,137 hours completed
- Community Health Nursing Certificates – 216 hours completed



LANGUAGES

- English (Fluent)
- Tagalog (Native)