



BAIBAI HASAN

MEDICAL RECEPTIONIST

CONTACT

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- 📍 AL MURAQQABAT

EDUCATION

2019-2023

BACHELOR OF SCIENCE IN RADIOLOGIC TECHNOLOGY

Dr. P. Ocampo Colleges
Incorporated De Mazenod
Avenue Cotabato City

2013-2016

HIGH SCHOOL PIGCAWAYAN NATIONAL HIGH SCHOOL

SKILLS

- Highly responsible and reliable
- Having wholesome values of honesty and integrity
- Have a healthy attitude towards work
- Great communication skills
- Ability to handle stress communication
- Good in Time-management
- Well organized with an ability to multitask
- Can handle customer compliants and inquires

LANGUAGES

- English (Fluent)
- Filipino

PROFILE

Skilled medical receptionist and radiography assistant with a strong background in patient service and support. Highly effective in managing patient inquiries and delivering a positive experience. Excels in communication and multitasking, particularly in dynamic, high-volume settings. Meticulous in organizing and updating patient files, collecting essential documentation, and maintaining accurate medical records. A reliable and cooperative team member who works well with healthcare professionals.

WORK EXPERIENCE

MEDICAL RECEPTIONIST

GENERAL SANTOS DOCTORS HOSPITAL

May 2023-2024

Preparing patient charts and gathering information and documents from patients. Ensuring that the medical records are organized, accurate and complete. Creating digital copies of paperwork and storing the records electronically. Filing the paperwork and reports of inpatients quickly and accurately. Safeguarding patient records and ensuring that everyone complies with the HIPAA standards. Transferring data into the facility's main system database. Processing the records for admitting and discharging patients. Preparing invoices

RADIOGRAPHER ASSISTANT

COTABATO REGIONAL AND MEDICAL CENTER

September 2022-April 2023

Maintaining quality and accurate records by following hospital procedures. Ensuring patient charts, paperwork, and reports are completed in an accurate and timely manner. Ensuring that all medical records are protected and kept confidential. Filing all patients' medical records and information. Supplying the nursing department with the appropriate documents and forms. Completing clerical duties, including answering phones, responding to emails, and processing patient admission and discharge records