

Orly Romanos

An enthusiastic, creative & hardworking professional willing to work in a prestigious company or firm that will suffice my management skills for achieving the target and developing the best performance. I would like to implement my innovative ideas, skills and creativity for accomplishing the projects.



✉ orly.romanos33@gmail.com

☎ 050 548 475 9

📍 Al Rigga 27 Street, DUBAI, United Arab Emirates

WORK EXPERIENCE

MEDICAL INSURANCE COORDINATOR cum RECEPTIONIST

Dr. Sulaiman Al Habib Medical Group, Dubai UAE

05/2021 - Present

- Assist the Registered Nurse in the provision of indirect and limited direct care for patients
- Verified medical insurance benefits and processed claims
- Answers patients inquiries concerning their accounts.
- Arranging referrals to other health care providers, scheduling appointments for consultation, x-rays, lab tests, physical therapy, MRI's, CT scans, etc. .
- Communicated and coordinated with physicians, therapists, pharmacy, and ancillary providers to ensure residents received necessary visits, medications, and follow-up.
- Set up new patients' profiles in the system, analyzed specific needs and assigned suitable home health aides and medical providers

Data Entry Clerk - DHA HASANA Emirates Specialty Hospital DHCC, UAE

09/2020 - 03/2021

- Provided a quick guide to creating investigations for the detected COVID-19 cases
- Updated and performed heavy data entry, atleast 120 people a day.
- Compared inputted data with paper based records and documents for accuracy
- Provided accurate and appropriate information in response to customer inquiries.

EDUCATION

Bachelor of Science in Psychology Brokenshire College Inc., Phil.

06/2011 - 04/2016

2 year Associate in Nursing Aide Goldenstate College Inc.,

06/2005 - 03/2008

KEY SKILLS AND COMPETENCIES

Strong customer service skills

Insurance Verifying

Excellent administrative skills

Medical coding understanding

Medical insurance knowledge

Experienced user of Microsoft Office Suite including Word, Excel and Power Point

PROFESSIONAL INTERNSHIP

Psychology Intern – Philippines (06/2012 - 09/2016)

- Conducted professional psychological assessments to identify and document patients' current mental state and condition.
- Assisted in psychotherapy sessions and educated patients on different mental disorders and treatment options.
- Attended seminars, monitored patient progress, and contributed to the development of new treatment plans.
- Completed administrative tasks and fulfilled additional responsibilities as delegated by supervisors.

Nursing Assistant Intern – Philippines (08/2006 - 06/2008)

- Responded to 16+ patient calls per shift in a timely and efficient manner, determining need and providing care.
- Observed physical and emotional changes, and reported patient conditions to nurses.
- Provide social and emotional support to improve residents' morale
- Transferred patients using Gait Belts, Hoyer Lifts, and EasyStands as needed, ensuring patient safety and comfort

PERSONAL INFORMATION

Visa Status: Employment Visa

Date of Birth: September 30, 1989

Citizenship: Filipino

Height: 5'3

Weight: 157 lbs.

Civil Status: Single