

Gregory Jeron M. Calma, RN

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Registered Nurse | Healthcare & Medical Claims Specialist

Licensed registered nurse in the Philippines with hands-on experience in hospital-based patient care and healthcare operations. Skilled in clinical procedures, patient support, and medical claims processing, with a strong understanding of healthcare systems and documentation standards. Proven ability to work efficiently in fast-paced environments while maintaining high standards of patient care and administrative accuracy.

EDUCATION AND CERTIFICATION

Registered Nurse

Professional Regulatory Commission

Philippines

Bachelor of Science in Nursing

Angeles University Foundation

Philippines

PROFESSIONAL EXPERIENCE

Claims Processor (Full time, March 2022 – Present)

Nas Neuron Health Services - Dubai Silicon Oasis, UAE

- ✓ Evaluated and processed outpatient medical insurance claims in line with policy terms, medical coding standards, and pre-authorization requirements.
- ✓ Determined claim outcomes—approval, deferral, or denial—based on policy coverage, cost analysis, and supporting documentation.
- ✓ Conducted pre-payment audits to ensure accuracy, compliance, and adherence to internal guidelines.
- ✓ Managed appeals and inquiries from brokers and members regarding denied or deferred claims, ensuring timely and fair resolution.
- ✓ Collaborated with healthcare insurers and internal teams to maintain clear communication and ensure efficient claims handling.

Staff Nurse (Full time, March 2021 – January 2022)

Sacred Heart Medical Center - Angeles City, Pampanga, Philippines

- ✓ Performed routine clinical procedures, including vital signs monitoring, blood pressure

- checks, and administering injections, with accuracy and care.
- ✓ Accurately documented patient information and maintained comprehensive medical charts in compliance with healthcare standards.
 - ✓ Monitored patients' conditions, assessed healthcare needs, and provided tailored care and guidance to ensure optimal outcomes.
 - ✓ Observed, interpreted, and promptly reported symptoms or changes in patient status to attending physicians.
 - ✓ Collaborated effectively with physicians and fellow nurses to develop and implement individualized patient care plans.
 - ✓ Administered medications and treatments as prescribed, ensuring proper dosage, timing, and monitoring of patient responses.
 - ✓ Ensured strict adherence to hygiene and safety protocols, including equipment sterilization, surface sanitation, and preparation of patient areas.
 - ✓ Delivered immediate medical assistance in emergency situations, demonstrating composure and competence under pressure.
 - ✓ Maintained a compassionate and empathetic approach, supporting patients and their families throughout the care process.

Medical Claims Processor (Full time, March 2016 – March 2020)

Dnata Travel Inc. - Clark, Pampanga, Philippines

- ✓ Reviewed and processed outpatient medical insurance claims in compliance with policy guidelines and coding standards.
- ✓ Approved, deferred, or denied claims based on cost review, pre-approvals, and policy rules.
- ✓ Audited claims before payment to ensure accuracy and compliance.
- ✓ Handled appeals from brokers and members for rejected or deferred claims.
- ✓ Coordinated with providers and staff, ensuring clear communication and adherence to procedures.

Medical Associate (Full time, May 2015 – March 2016)

Dnata Travel Inc. - Clark, Pampanga, Philippines

- ✓ Liaised with doctors to provide patients' healthcare needs.
- ✓ Sets appointments to patients who seeks medical assistance.

Medical Transcriptionist (Full time, August 2013 – April 2015)

Wellform Human Resources - Clark Pampanga, Philippines

- ✓ Transcribed written and recorded doctor's reports into accurate, formatted medical documentation for claims adjudication.
- ✓ Listened to patient-doctor consultations and converted verbal information into clear, concise written reports in accordance with medical documentation standards.

Safety Officer (Full time, January 2013 – July 2013)

Multi-Development Construction Corp. – Taguig, Metro Manila, Philippines

- ✓ Inspect and observe proper personal protective equipment for employees to ensure zero injury
- ✓ Assess work environment of employees and assures conducive work area

- ✓ Provide first aid for employees who incurred minor accidents while on work place

Rescue Nurse (Volunteer, November 2012 – January 2013)

Bureau of Fire Protection - Angeles City, Pampanga, Philippines

- ✓ First responder to accidents and provides first-aid.

CERTIFICATES/TRAININGS

- EMT - Basic
- Basic Life Support
- First Aid Training
- Basic Occupational Safety and Health (BOSH) for Construction.

OTHER RELEVANT INFORMATION

- Driving License: RTA Licensed.
- DHA: Status Passed
- Dataflow available.