

Serdita G. Lamano

Medical Record Assistant / Receptionist
aimspascua@yahoo.com | +971529658032



Profile

Dedicated and detail-oriented Medical Record Assistant and Receptionist with over 4 years of experience in managing healthcare records, providing front desk support, and ensuring smooth clinic operations. Committed to accuracy, and confidentiality services.

Experience

- Medical Record Assistant / Receptionist – Monrovia Gardens Healthcare Center, Monrovia, California (August 2021 – July 2025)
 - Maintained accurate and up-to-date medical records in compliance with HIPAA regulations.
 - Scheduled patient appointments and managed front desk operations.
 - Assisted nursing staff with patient intake and documentation.
 - Provided compassionate and professional service to patients and families.
 - Handled insurance verifications and medical billing support.
 - Accept payment in absence of Cashier on duty.

Education

- Pharmacy Technician Certificate – Baldwin Park Adult School – California (March 2007)
- Certified Nurse Assistant (CNA) – El Monte Adult School – California (May 2004)
- Bachelor of Science in Customs Administration – Manila, Philippines (April 1998)

Skills

Medical Records Management, Patient Scheduling, Front Desk Operations, HIPAA Compliance, Electronic Medical Records (EMR).

Languages

English, Tagalog