

# Luzviminda Velarde Cabana

## BILLING / RECEPTIONIST



Dedicated professional with demonstrated strengths in customer service and time management, with diligent attention to important details. Professional with more than 5 years of experience in billing and reception. Excellent verbal and written communication with strong background cultivating positive relationships and exceeding goals.

### AREAS OF EXPERTISE

- Patient Relation
- Billing
- Microsoft Office; Word, Excel and Power point
- Medical Record filling
- Excellent customer service.
- Team player
- Has good initiative, can multi-task and can perform well in a fast-paced environment.
- Active listening and good in English communication.
- Fast learner.

### GET IN TOUCH:

**Mobile: +971566922911**

Email: luzvimindacabana67@gmail.com Address:

Umm Suqeim 3, Dubai, United Arab Emirates

### ACADEMIC HISTORY

**CSTC SARIAYA COLLEGE | SY. 2004 - 2005**

Vocational Course in Hotel & Restaurant Management

**QUEZON NATIONAL HIGH SCHOOL | SY. 2000 - 2004**

### CHARACTER REFERENCE

Ms. Neleth Zozobrado Uyviso  
Head Nurse  
+971554527468

### WORK EXPERIENCE

#### Billing/ Receptionist

##### ★ MED ART CLINIC DAY SURGERY CENTER JUNE 2018 TO PRESENT

Perform analytical and data entry task & confidentially manage patient accounts  
Answer patient calls, emails and questions, including Schedule any necessary outpatient appointments  
Schedule patient visits and answer pre-visit questions, including about billing  
Ensure compliance with professional standards & regulatory requirements  
Provide patient consultations and recommended treatments  
Discuss cost of service, insurance coverage, and payment options with the patient  
Perform billing and daily income report.  
Worked as back office, completing data entry tasks, providing administrative support, answering telephone calls, and creating reports.  
Work as a team player to ensure each patient receives the best service possible  
Get prior authorizations for procedures  
Assist care team with setting goals for quality assurance and best practices  
Provides administrative support to ensure efficient flow in the clinic  
Carries out administrative duties such as filing, typing, copying, binding and scanning etc.  
Maintain supplies inventory by checking stocks to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies  
Exhibits polite and professional communication  
Contributes to team effort by accomplishing related results as needed.

##### ★ PACK EMPLOYMENT SERVICES (DUBAI 2015-2017)

Filing Clerk

##### ★ CATERING SERVICE (OWN) (PHILIPPINES 2007-2012)

Cook

##### ★ PARTY'S & COLLECTION MANILA PHILIPPINES (2004-2006)

Party Organizer

##### ★ EVALLIAR HOTEL & RESTAURANT PHILIPPINES (2001-2003)

Waitress