

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 communicator 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: 0529883270 / 0554054018

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 Uyvico
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