



# AIMEE B.

VIRTUAL TEAMMATE



## SKILLS SUMMARY

- Appeals and Claims
- Medical Records Review
- Data Entry
- Insurance Verification
- Prior Authorization
- Office Software
- Graphic Design

## TOOLS

Cerner  
Epic  
Canva  
Microsoft Office  
Google Sheets

## PERSONAL PROFILE

*Hardworking and dedicated to work with minimal annual leaves.  
6 years experience in US Healthcare account.  
Seeking long term role in a US Healthcare account.*

## WORK EXPERIENCE

### Medical Claims Representative (Hybrid Work Set-Up)

[Accenture, Inc.](#) | 2024

- Assess, process, review, verify, pay valid healthcare claims, and deny invalid health insurance related claims
- Communicate with patient, doctors, and healthcare facilities regarding current status of claims and communicate needed documents for processing valid claims

### Medical Scribe (Hybrid Work Set-Up)

[Accenture, Inc.](#) | 2022 - 2024

- Listen, observe, and accurately document recorded interactions between the healthcare provider and their patients
- Report concerns or inconsistencies regarding the recorded interaction

### Prior Authorization Nurse (Virtual Staff)

[Shearwater Health Advisors, Inc.](#) | 2020 - 2022

- Process Outpatient Prior Authorization Request
- Insurance Verification
- Email Management

### Appeal Coord Nurse (Virtual Staff)

[Optum Global Solutions](#) | 2018 - 2020

- Handling inbound and outbound calls regarding Claim Status, Denials and Appeals
- Authorization request
- Data Entry
- Medical Records Review
- Insurance Verification
- Email Management

## EDUCATION HISTORY

### [St. Paul University Manila](#)

- Bachelor of Science in Nursing, 2008
- Registered Nurse, 2008