



FRETZEL PABULAR

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Medical Billing
- Appointment Setting
- Data Entry
- Internet Research
- Office Software
- Apps
- Graphic Design

TOOLS

- Asana
- Basecamp
- Microsoft Office
- Microsoft Excel
- Meta Business Suite

PERSONAL PROFILE

Experienced **Medical Administrator and Biller** with expertise in patient account management, insurance verification, claims processing, and scheduling. Skilled in Epic, Availity, and medical documentation, ensuring accuracy and efficiency in healthcare operations.

WORK EXPERIENCE

MEDICAL ADMIN/BILLER

LEGEND HEALTH / ONEHEALTH | Oct 2023 - Jan 2025

- Created and managed patient accounts for the outpatient surgery department, including registration, adding insurance details, verifying eligibility, and scheduling appointments.
- Served as a medical administrator for three doctors, managing patient requests for medical documentation, including prescriptions, referrals, and other medical papers, while ensuring accuracy and timely delivery.
- Served as a scheduler for a specialized clinic with 3-5 doctors, managing patient appointment reminders, coordinating insurance verification, and ensuring smooth scheduling operations.
- Processed and backtracked claims for a specific doctor using tools such as Epic and Availity to ensure accurate billing and reimbursement.

EA/SALES DEVELOPEMENT MANAGER/SENIOR GRAPHIC DESIGNER

LVLUPMYBIZ | Feb-2023 - Sept 2023

- Schedule and organize meetings efficiently
- Provide executive assistance with precision
- Draft and manage legal documents proficiently
- Craft persuasive sales emails for generating leads Generate comprehensive reports with accuracy
- Spearhead the hiring and onboarding process for interns and new employees

EDUCATION HISTORY

HOLA AMIGOS
Spanish Language A.Y. 2023

Unciano Colleges Inc.
Bachelor of Science in Nursing A.Y. 2012 - 2014