



ANIKA LEJ M.

VIRTUAL TEAMMATE



SKILLS SUMMARY

- EMR/EHR Management
- Administrative Support
- Data entry
- Prior Authorization management
- Medical Evidence Coordinator
- Quality analysis
- Record keeping

TOOLS

Google Workspace
Microsoft Office
Liquid EMR
Clinicient
VES
QTC
Chatgpt
Trello
Canva

PERSONAL PROFILE

HIPAA-Certified Virtual Medical Assistant with 2 years of experience in back-office healthcare support, including prior authorizations, charting, EMR/EHR management, and medical evidence documentation. Tech-savvy, detail-oriented, and skilled in data entry, quality analysis, and maintaining accurate patient records. A dependable team player who thrives in independent remote work while ensuring full HIPAA compliance.

WORK EXPERIENCE

MEDICAL VIRTUAL ASSISTANT

Xillium | 2022 – 2024

- Processing prior authorization
- EMR/EHR management
- Quality Analysis
- Medical evidence documentation
- Data Entry

Fusion BPO | Customer Service Associate | 2020 – 2021

- Handling inquiries
- Processing bookings and refunds
- Resolving issues
- Providing product and service information

Wipro Ltd. | Customer Service Representative | 2018 - 2018

- Handling payment inquiries
- Submitting billing invoices
- Dealing with payment refunds and discrepancies
- Offer services and deals or discounts for their services.

Seven English Inc. | 2018 – 2020

- Language Instruction
- Classroom Management
- Individual Support
- Assessment & Evaluation

EDUCATION HISTORY

University of San Jose - Recoletos | 2011-2017

- Bachelor of Science in Psychology
- Junior facilitator of Facilitator's Circle Inc.