



ROWELL O. DELOS REYES

MEDICAL VIRTUAL ASSISTANT

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EXPERTISE

- Photo/Video Editing
- Basic Website Development
- FB Ads Manager
- Basic Photography
- Basic Videography
- Lead Generation
- Social Media Management
- Computer Literacy
- FB Auto responder

ABOUT ME

I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines.

EDUCATION

- **Modern School of Technology (2003-2005)**

2 years Computer Technology
Associate Graduate

EXPERIENCE

- **Med specialized June-October 2022**

taking call from the patient to provide medication refill, reminding their schedule, checking the status of DME request also we do outbound call to verify the prescription if the Pharmacy already received or not.

- **SMC Physicians May 15-June 14 2022**

taking call from the patient to provide the results of blood work if its done also we do schedule an appointment, reminding their schedule and paper works.

- **NTT Data Eastwood Libis from Oct.2021-May2022**

taking call from the provider to give benefits Eligibility, claim status, appeal status, if authorization is needed or not and also if deny, we also check the medical records if they send it.

- **Concentrix February 2019-Aug 2021**

taking call from the provider to give benefits Eligibility, claim status, appeal status, if authorization is needed or not and also if deny, we also check the medical records if they send it.

- **The Results Companies Aug 2017-Feb 2019**

taking call from the patient to give the medication refill request, the status of their DME supplies also we setup their medication order to send on their door step.