

AGA B. TOGONON, PTRP

Physical therapist

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Professional summary

To obtain a position as a Administrative or Medical Virtual Assistant where I can utilize my healthcare background, organizational skills, and knowledge of medical procedures to support healthcare professionals in a remote setting.

Dedicated Healthcare professional and licensed Physical Therapist with over 6 years of experience in both clinical and administrative roles. Proven ability to manage patient interactions, coordinate care plans, maintain medical records, and lead healthcare teams. Seeking a remote Administrative or Medical Virtual Assistant role to leverage strong healthcare knowledge, organizational skills, and digital proficiency to support physicians and enhance patient experience.

Skills

- Medical Terminology
- Problem-solving
- Time management
- Calm under pressure
- Dependable and responsible
- Friendly, positive attitude
- Customer service
- Appointment Scheduling
- Patient Support
- Team management
- Flexible and adaptable
- Organization and time management
- Supervision and leadership
- Teamwork and collaboration
- EHR/EMR Familiarity

Work history

PRIVATE HOME HEALTH CARE PT, 09/2017 - Current

Private Home Health Care PT Service, Calbayog City

- Delivered personalized care and support to home-based patients.
- Maintained thorough documentation and coordinated care referrals.
- Fostered strong communication and trust with patients and their families.

CHIEF PHYSICAL THERAPIST, 02/2023 - 05/2024

St. Camillus Hospital, Calbayog City, Philippines

- Provided leadership and supervision to the physical therapy department, managing workflow and staffing.
- Coordinated patient care with other healthcare professionals to ensure integrated and timely treatment.
- Maintained accurate patient records in compliance with quality standards and clinical documentation protocols.
- Oversaw inventory management and departmental supplies.
- Trained and mentored staff and interns, focusing on communication and documentation skills.

STAFF PHYSICAL THERAPIST, 11/2017 - 01/2023

St. Camillus Hospital

- Conducted patient evaluations, reviewed medical records, and developed treatment plans.
- Recorded patient progress and coordinated follow-ups and discharge planning.
- Collaborated with other healthcare providers to ensure continuity of care.
- Managed daily documentation and inventory monitoring.

Education

Bachelor Of Science: Physical Therapy
Southwestern University PHINMA - 01/2012 - 01/2017
Dean's List: Freshman and Sophomore Years

Secondary Education
Calbayog City National High School - 01/2008 - 01/2012
Achievement Award Recipient

Primary Education
Calbayog Pilot Central School - 01/2002 - 01/2008
Graduated with Honors

Certifications

VA Growth PH: HIPAA for Business Associates -2025

VA Growth PH: Medical Administrative and Medical Billing - 2024

References

Leandro D. Unay, PTRP, MD, DPBRM, FPARM
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