

MARICAR D. ARELLANO
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Experienced Clinic Nurse, Researcher and with Management Experience

I am a highly trained and well-experienced Nurse with over 11 years of clinical experience and over 3 years of administrative/management experience. I am actively looking for a job that I can showcase my skills and expertise.

PROFESSIONAL WORK EXPERIENCE:

January 2021-Present- Healthcare Specialist/Nurse
Anti- Fragility Health Clinic Vietnam
Landmark 6, Binh Thanh District
Ho Chi Minh Vietnam

- Conduct diagnostic test to patient/client as
- Gather health history/Review clients electronic record
- Provide health teaching

FEBRUARY 2020- present (Online-Part Time)
Asst. Project Manager for Health Programs/Nurse Specialist
SIPMD, Arizona USA
Camelback St., Phoenix AZ USA

Duties and Responsibilities:

- Familiar in using google docs, google spreadsheets and draw.io, bookings meeting via google calendar/Zoom meeting
- Oversee programs/projects. Responsible for monitoring staff performance.
- Prepares report as to the program reimbursement (ROI)
- Assists in building and implementing healthcare services/programs for the company's clients and patients
- Responsible for monitoring/preparing staff payroll and submitting it to HR for review and verification before forwarding it to the finance/accounting department.

JUNE 2016 - JAN 2020 Nurse Specialist/ Health Program Research & Development
REPRESENTATIVE OFFICE MD24 House Call
RO Office:
1039 Cach Mang Thang, Tan Binh District
Ho Chi Minh City, Vietnam

HEADQUARTER:
West Mountain View, Surprise, Arizona

Duties and Responsibilities:

- Develop and execute plans to achieve above level of services through health programs designed for High Risk Home Bound patients (HRHB) of MD24 as well as External partners
- Knowledge on International Code of Diseases (ICD codes) and Current Procedural Terminology (CPT codes).
- Telemed operator, assists Telemed clinicians before, during or after every session.
- Build Operational Workflows and Clinical workflows for new programs using draw.io. Create SOP.
- Manage clinical program and intervention processes, identifies and evaluates trends, outcomes, analyzes variances and resource needs, and initiates strategic and corrective plans of action to achieve target results, i.e. mental health, social worker services, psychology, etc.
- Oversee clinical program compliance and quality processes continuously. Assists in the Implementation of CMS/Medicare programs for Medicare beneficiaries such as Chronic Care Management Programs (CCM), Transitional Care Management (TCM) Behavioral Health Integration Program (BHI).
- Send an email and call Clinicians (MD, NP, PA) regarding patients' concerns and welfare.
- Conduct orientation and training to Clinicians on the operational workflows of newly built health programs of the company
- Conduct on-boarding training to newly hired nurse specialist regarding their tasks and processes of the company
- Monitor Internal/external programs including reimbursement (ROI) in every program of the company Make sure that referrals are being booked for appointments on time
- Coordinate with Clinicians on referrals and verify orders
- Review patient's charts using Electronic Health Record and notify clinicians, if patients additional specialty programs based on the diagnosis and signs and symptoms.
- Respond to Grievance letter from Insurances/Payers related to patient issues

AUGUST 2013 – JUNE 2016
VIGOR HEALTH POLYCLINIC
21 Nguyen Trung Ngan, District 1
Ho Chi Minh City, Vietnam

CLINIC NURSE

Duties and Responsibilities:

- Conduct field work, on-site Medical Examination/Annual Physical Examination (APE) of Employees. Assists in setting-up a mobile clinic in their company location.
- Prepare paraphernalia for day to day clinic operations including on-site medical examinations of clients. Making sure that devices are calibrated and working properly for accurate results.
- Trained and experienced in conducting health history and assessment. Making sure that all needed information prior to consultation is readily available for the physician for interpretation and relevant in providing a plan of care to patients.
- Have years of experience and with multiple trainings in Performing procedures/screening tests such as:
ECG, Bone Densitometry test, Refractometry Test, Pulmonary Function Test, Audiometry Test

- Making sure that clients/patients are provided with enough information and detailed explanations on every test they undergo to ease any anxiety. Results are well explained and made available ASAP.
- Join charity/Medical Mission sponsored by the company
- Administer vaccines to selected patients
- Record-keeper, summarize medical report. Assist in the preparation of a medical report and make sure that all tests result are in before forwarding it to the clinic physician for final interpretation of the patient/client health condition.
- Send summarized medical reports to client/patient as requested or call them to inform them that medical reports are already available. Assist patients with pending medical results.
- Administer vaccines to selected patients

SEPTEMBER 2005- JUNE 2013
S.M. LAZO MEDICAL CLINIC, INC
1755 Taft Ave. corner J. Nakpil St.
Malate, Manila Philippines

SENIOR STAFF NURSE

Duties and Responsibilities:

- Highly trained in conducting screening tests for Cardio and Pulmonary. Equipped with basic knowledge on result interpretation thru seminars and trainings attended
- Have years of experience and with multiple trainings in Performing procedures/screening tests such as:
 - o ECG
 - o Bone Densitometry test,
 - o Refractometry Test,
 - o Pulmonary Function Test,
 - o Audiometry Test
 - o Treadmill Stress Test
- Provides Health Education to patients
- Gather patients' medical history (past, present illnesses). Trained and experienced in conducting health history and assessment. Making sure that all needed information prior to consultation is readily available for the physician for interpretation and relevant in providing a plan of care to patients.
- Administer vaccines to selected patients. Make sure that vaccines are properly stored as instructed by the manufacturers. Responsible for checking vaccines expiration. Conduct vaccine inventory Prepare vaccine requisition make sure that have enough stock for walk-in and on-site vaccination for employees
- Assist patients with pending results in medical

Internal Quality Audit (IQA) Team Lead

- S.M. Lazo IQA (Internal Quality Audit) team member for 5 years.
- Monitors and ensures the compliance of the Company with ISO 9001:2008.
- Assists in the preparation of ISO application and certification renewal requirements.
- Attended seminars and workshops for ISO

EDUCATIONAL BACKGROUND:

Graduate School(on-going):	MASTER OF SCIENCE IN NURSING (MSN)-Online
2019 (April)-present	ST. PAUL UNIVERSITY PHILIPPINES
	Tuguegarao, Cagayan, Philippines

Tertiary:	2000-2004	BACHELOR OF SCIENCE IN NURSING MARIANO MARCOS STATE UNIVERSITY College of Health Science (MMSU-CHS) Batac, Ilocos Norte, Philippines
Secondary:	1996-2000	DIVINE WORD COLLEGE OF LAOAG Laoag City, Ilocos Norte, Philippines
Primary:	1990-1996	BUTTONG ELEMENTARY SCHOOL Laoag City, Ilocos Norte, Philippines

ELIGIBILITY:

2004	Philippine Registered Nurse PHILIPPINE NURSES BOARD EXAM Manila, Philippines
2007	COMMISSION ON GRADUATES OF FOREIGN NURSING SCHOOL CGFNS Certification Program Pennsylvania, Philadelphia, USA PASSED- CERTIFICATE HOLDER
2012	CERTIFIED BASIC LIFE SUPPORT (BLS) PROVIDER
2019	US Registered Nurse (USRN) NCLEX-National Council Licensure Examination Northern Mariana Island, USA (Nurse License Holder)

TRAININGS/SEMINARS:

JULY 2016	HIPAA Training
JANUARY 2012	BASIC LIFE SUPPORT PROVIDER (BLS) ADVANCED LIFE SUPPORT (ALS)
MAY 2011	ECG TRAINING WITH TREADMILL STRESS TEST INTERPRETATION
JUNE 2010	ESSENTIALS OF AUDIOMETRIC SCREENING FOR HEALTH CARE PROFESSIONAL
MAY 2010	BASIC ECG READING AND INTERPRETATION ESSENTIAL
APRIL 2010	INTERNAL QUALITY AUDIT WORKSHOP
MARCH 2010	TRAINING-WORKSHOP FUNCTIONAL CAPACITY EXAMINATION AND CHESTER STEP TEST
SEPTEMBER 2009	SUPERVISORY DEVELOPMENT TRAINING-SEMINAR
APRIL 2009	ISO 9001:2008 ORIENTATION AND IQA WORKSHOP
MARCH 2009	TEAM BUILDING SEMINAR-WORKSHOP
JUNE 2008	ECG BASIC INTERPRETATION FOR PHYSICIAN AND NURSES
MARCH 2004	COMPLETION CERTIFICATE (RLE)

SKILLS/CHARACTERISTICS:

- ❖ Well versed in Electronic Medical Records (AdvancedMD, OmniMD platform)

- ❖ Great Computer Skill - Internet applications, Powerpoint Presentations, Microsoft Office, Google Docs, Draw.io,
- ❖ Decision-Making Skill/ Leadership Skill
- ❖ Work in multi-tasks/Communication Skill
- ❖ Loyal and trustworthy
- ❖ Well developed research skills
- ❖ Team Player but can work independently
- ❖ Lifelong Learner
- ❖ Flexible
- ❖ Caring and Compassionate not only to clients/patients but also