

Iris Joy Sagun, R.N,

1411 Flair Tower North, Pines St.
 Highwayhills, MandaluyongCity
 0995 – 209-2998
 Irisjoy.sagun@optum.com
 License# 505822



WORK EXPERIENCE

<p>September 2017 – up to present</p>	<p>Benefit Enrollment Quality Audit Representative Optum Global Solutions, INC (Philippines)</p> <ul style="list-style-type: none"> - Perform quality review of new and changed benefit plan set-up for accuracy including: - Review completed projects for accurate implementation based on project requests received - Perform test claims (as applicable) and document results to ensure requests were completed accurately in the system - Perform root cause analysis of errors identified (if applicable) - Assess and communicate financial impact of the errors identified to BOM Management. - Validate audit findings with affected parties and confirm corrected. - Knowledgeable in using As400 System to query database - Using Macro and other database
<p>May 2015 – January 2016</p>	<p>Staff Nurse SOL MANPOWER assigned at Christ Commission Foundation, Inc.</p> <ul style="list-style-type: none"> - Check medicine supplies - Inventory medical supplies & prepare a report for easy replenishment - Attend to all patients & fill-up patients medical record - Change bed linens & send the soiled linens to the laundry - Prepare weekly cases report & send it to HR from Monday to Saturday - Check cleanliness of the Clinic - Receive, prepare & inspect first aid kit to be borrowed by the organizer/ministry heads. - Act as medical support during night events. - Receive & release loaning first aid kit form - Inform/orient person who will borrow the kit about their responsibility. - Assist patient going to the ambulance & be with the patient going to the hospital if case arises.

	<ul style="list-style-type: none"> - Respond & coordinate to all (Administrative, Security, Lifeline) during emergency cases. - Receive reimbursement request. - Encode all the request - Check & maintain standard # of reimbursement (PCV/CV) form. Replenish all requisition forms - Disburse all petty cash of the day - Call the staff with reimbursement thru phone & release cash - Follow-up check/cash availability to HR - Read & reply all communications thru phone & emails - Accomplish petty cash report - Separate CCF Center from outreaches files - Prepare summary report of cash disbursement
December 2010 – October 2014	<p>Staff Nurse Associated Medical Services assigned at Asian Development Bank</p> <ul style="list-style-type: none"> - Perform treadmill stress tests to patients under the supervision of an Internist. Maintain privacy and give proper instruction to patient prior to the procedure. - Perform bone densitometry test. - Perform ECG test as ordered by the doctor - Provide proper instructions to bank staff that will undergo APE. - Taking appointments, follow ups and issue reminders. - Giving medications, injections, vaccinations to patients as per doctor's order. - Respond to all emergency calls with proper coordination with the safety team - Assist patient in ambulance conduction. - Assist physician in examining patients - Carry out Doctor's order intelligently - Perform dressing to all kinds of wounds and do aseptic techniques - Screening, retrieving of laboratory and radiology report done to the patients - Assesses and prepares patient for examination, monitor vital signs and close monitoring of patients condition - Receive and send reports and results to concerned staff in a timely manner. - Compile all Annual Physical Examination results and prepare for filing when completed. - Evaluate test results. Giving emphasis on the following on any abnormal findings. - Inform doctors on any abnormal results and recommend treatment as necessary. - Route emailed all results as soon as available.

	<ul style="list-style-type: none"> - Do IV insertion and direct IV push during emergency case -
January 2010- November 2010	<p>Nurse Reliever Associated Medical Services</p> <ul style="list-style-type: none"> - Check Vital signs of the patient - Assist physician in examining patients - Take the ECG of patients as ordered by the doctor - Provides care that reflects initiative, flexibility and responsibility indicative of professional expectations with minimum supervision - Provides direct and indirect patient care in ONSITE setting.
June 2009 - September 2009	<p>H1N1 Screening Nurse Associated Medical Services assigned at Asian Development Bank</p> <ul style="list-style-type: none"> - Check the vital signs of all the visitors coming to bank. - Inform the doctor if the visitor has H1N1 symptoms. -
November 2008- April 2009	Private Duty Nurse

RELIGION

Born Again Christian – Jesus Miracle Crusade International Ministry

EDUCATION

June 2004 – March 2008	Our Lady of Guadalupe Colleges, Inc. Bachelor of Science in Nursing
-------------------------------	---

SEMINARS AND TRAINING PROGRAMS ATTENDED

February 3- March 8,2015	One month hospital Training Tagaytay Medical Center
May 7-9, 2013	Basic Intravenous Therapy Training Lung Center of the Phillipines

February 2, 2013	Brief Tobacco Intervention Skills Training The Phillipine College of Chest Physician
November 24, 2013	Customer Care Seminar Associated Medical & Clinical Services, Inc.
July 28, 2012	Basic Life Support Philippine Red Cross Associated Medical & Clinical Services, Inc.
March 2008	Career Development Program-The Various Fields of Nursing after Graduation Our Lady of Guadalupe Colleges, Inc.
October 20, 2007	ADPCN 6th National Conference for Nursing Studen <i>Theme: "Recreating the Image of the Filipino Nurse: A Commitment"</i>
December 8, 2006	ADPCN 5th National Conference for Nursing Students <i>Theme: "Pinoy Nurse Education... Impact on Global Marketability"</i>

REFERENCES (please provide 3 references)

Regina Rose Bugayong, RM,RN	Assistant Manager, Business Quality Optum Global Solutions Inc. Landline Number: +632 8479 5953; M +63 966 416 0834
Cathy Notarte, RN	Clinic Manager, Asian Development Bank Associated Medical & Clinic Services Inc. Landline Number: 8632-4024
Alvin Dimaculangan, M.D.	AMS Medical Director, Medical Clinic Asian Development Bank Landline Number: 8632-4024 8632-4020