

# Rinah Lou Mascariñas

## Medical Record Processor/ Medical Data Abstractor

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### SUMMARY

Organized and detail-oriented Medical Record Processor with over four years of experience of abstracting data and reviewing medical records from different hospitals and facilities. Passionate in helping patients behind the scene in organizing medical records for efficiency. Strictly ensure compliance with patient's confidentiality for accountability and protection.

### EXPERIENCE

#### **Mission Digital Health, Inc. (PicnicHealth Philippines); Business Park, Cebu -** *Custom Structure Processor*

December 2019 - PRESENT

- Evaluate medical records for data elements that are related to the disease in study and provide the correct data values. Disease projects such as Multiple Sclerosis, Sickle Cell Disease and Hemophilia.
- Comply to a standard work process (protocol), and help develop the completeness and accuracy of the protocols.
- Help provide clarity on how to process medical records that do not fall within the standard processing formats.
- Detect inconsistencies and common mistakes of the predictions made to the records.
- Process Agreement Studies to help measure consistency, completeness, and quality of processed records.
- Conduct Root Cause Analysis for disagreements from agreement study results. Refine protocols and training on the identified causes of the disagreements.
- Correct errors identified and take ownership on publishing the correct and complete record.
- Surface quality-related patterns that helps leadership provide processor-specific feedback
- Contribute to the development of knowledge base and provide inputs to resolve disagreements on existing content.
- Attend continuous training regarding the disease in study and the required data elements.
- Provide feedback and recommendations on how to create efficiencies in the process (protocols, processing models) and the tools (task debugging, task features).
- Able to make a decision using protocol standards, but also knows how to use live information to solve problems and how to seek relevant sources of information to inform self for unique and unstructured concepts.
- Understands the logical connections between ideas and is able to voice concerns when logical connections contradict each other. Has high attention to detail with a focus on hunting for information that is not clearly defined and structured in the records.

- Finds energy in working with constantly evolving problems and new workstreams.
- Comfortable in challenging predefined standards and consensus, pursuing less popular approaches with the goal to remove ambiguity on new processes.

*Quality Check Processor*

- Quality Check processed records and ensure that data values are aligned to protocol standards.
- Check if the mentions are correctly processed and accurately check all tasks.
- Document captured errors.
- Facilitate correction of errors.

**Mission Digital Health, Inc. (PicnicHealth Philippines); Business Park, Cebu -**

*Medical Record Processor [Labs & Vitals]*

October 22, 2019 - December 2019

- Organized patients' medical records in a chronological order (timeline) and abstracting needed laboratory data and vital signs in an application for patients' use, clinician use, and research purposes.

**D.Scribe Medical Transcription Services; 1st Floor, JL Building Capitol Site, Cebu City -**

*Medical Editor*

August 2018 - October 04, 2019

- Edit and submit reviewed medical files 2-3 files (small to medium size files). Will have to review files if the need arises.
- Cross check facts, spelling, grammar, writing style and formatting, etc. Direct the reviewer to more information when appropriate and leave the actual correction of the error to the reviewer.
- Lead, direct and mentor the reviewers under her.
- Responsible for decking/assigning files and for monitoring production of the staff (reviewers) directly under her in the absence of the Head of the Account or Proof Reader
- Able to manage one's time that would result in increased production.
- Develop constructive and cooperative working relationships with co-workers.
- Perform regular/yearly evaluations of all reviewers objectively.
- Have the initiative to render overtime as needed, or per demand depending on files for submission to the clients.
- Performs other tasks as delegated by Management.

**D.Scribe Medical Transcription Services; 1st Floor, JL Building Capitol Site, Cebu City -**

*Medical Reviewer*

August 07, 2017 - August 2018

- Sort and review the Claimant's/Patient's medical files/records.
- Review medical claims.
- Excerpts pertinent and relevant information which is submitted in the form of a report known as the Review of Records or simply ROR.

- Ensures that the ROR submitted is concise and accurate based on client specific protocols of a patient's whole medical file.
- Performs other tasks as delegated by Management.

## EDUCATION

### **Liceo de Cagayan University, Cagayan de Oro City**

*Bachelor of Medical Laboratory Science*

MONTH 2010 - MONTH 2014

### **Father Saturnino Urios University, Butuan City**

*Secondary School*

2010 - 2014

### **Butuan Central Elementary School, Butuan City**

*Elementary School*

2000 - 2006

## PROFESSIONAL ELIGIBILITY

**Medical Technology Licensure Examination**, September 17, 2014

Philippine Board Exam for Medical Technologist PRC License Number 0067716

## REFERENCES

### **Regel Kent J. delos Santos, R.N.**

*Team Lead - Custom Structuring*

PicnicHealth Philippines

**0966 502 5144**

### **Franelyn A. Talledo, R.N.**

*Team Lead - Custom Structuring*

PicnicHealth Philippines

**0939 934 7793**

### **Katrina Dawn Besabella**

*Proofreader*

D.Scribe Medical Transcription Services

**0917 162 7475**