

Adrian Juntilla

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PROFESSIONAL SUMMARY

I am a licensed Radiologic Technologist in the Philippines with 8 years of experience in the medical industry, and I am also a registered Radiographer with HCPC UK. I am a career-driven and hardworking person with the confidence to work in a team. I am dedicated to sharing my expertise and assistance in delivering quality service.

WORK EXPERIENCE

Virtual Medical/Clinic Assistant

May 2023 - Present

Arthritis & Rheumatic Care Center • South Miami, Florida, United States

- Receptionist task
- Administrative work
- Handles inbound and outbound calls
- Instruct patients on test procedures and record results
- May perform routine office functions.
- Take patients' general medical history and pertinent information.
- Perform various administrative duties
- Facilitate in accommodating patient appointments.
- Verifying insurance coverage and eligibility
- Answering and assisting patience inquiries.

CT-SCAN TECHNOLOGIST

May 2021 - Apr 2023

Baguio Medical Center • Baguio City, Philippines

- Performing diagnostic procedures such as CT scans and X-rays.
- Assisting the Sonologist in conducting an Ultrasound examination.
- Gathering important information about the patient, necessary for proper diagnosis.
- Updating and compiling data of patients in an organized way.

Diagnostic Radiographer

Feb 2019 - Mar 2021

Flores Memorial Medical Center • Santiago City, Philippines

- Performing X-ray procedures and initial scanning in an Ultrasound examination.
- Conducting Non-stress tests (NST) for a pregnant patient.
- Handling ECG for cardiac monitoring.
- Ensuring precise data input and recording.

CT-SCAN TECHNOLOGIST

May 2018 - Nov 2018

Baguio Medical Center • Baguio City, Philippines

- Performing diagnostic procedures such as CT scans and X-rays.
- Assisting the Sonologist in conducting an Ultrasound examination.
- Gathering important information about the patient, necessary for proper diagnosis.

- Updating and compiling data of patients in an organized way.

Diagnostic Radiographer

Aug 2016 - Feb 2018

ProSer Health Services, Inc. • Cainta Rizal, Philippines

- Executing radiographic examinations such as x-rays
- Providing assistance to the Sonologist and Ob-gyne Sonologist in performing ultrasound
- Flexible in performing reception and data-keeping tasks.
- Effectively communicating with the endorsement of a patient to a doctor's clinic, and providing necessary instruction for the scheduled procedures.

EDUCATION

Bachelors of Science in Radiologic Technology

Jul 2011 - May 2016

Saint Louis University • Baguio City

SKILLS

- Working knowledge of HIPAA regulations, ICD, and CPT coding
- Innovative thinker, strong conceptual and problem-solving skills
- Strong organizational, administrative, and planning skills.
- Ability to use discretion with sensitive information.
- Excellent documentation, communication, and IT skills.
- Knowledge of commercial insurances, and Medicare and Medicaid plans
- Health and/or medical benefits verification skills
- Exceptional customer service skills
- Strong follow-through skills while maintaining high productivity
- Excellent multi-tasking and phone skills
- Effective conveyance of information
- Skillful in managing time and schedule
- Can work in a team setting
- Creative and resourceful

PROFESSIONAL CREDENTIALS

- Registered Diagnostic Radiographer by Health and Care Professions Council in United Kingdom
- Registered Radiologic Technologist by Professional Regulation Commission in the Philippines