A dedicated, compassionate, and reliable Healthcare Virtual Assistant who aims to provide quality healthcare services to clients to fully utilize my training and skills.

CONTACT

+639 2620 74636

lkeith_05@yahooo.com

EDUCATION BACKGROUND

Bachelor of Science in Medical Technology

Centro Escolar University

June 2014 - May 2019

CERTIFICATIONS

- HIPAA Certification
- Basic Biosafety and Biosecurity
- Registered Medical Technologist, 2019

SKILLS

- Excellent interpersonal and communication skills
- Passionate about delivering quality and excellent service
- Ability to multitask independently
- Reliable and can work efficiently with minimal supervision

LORRAINE KEITH S. DAVID

Registered Medical Technologist, Certified Healthcare Virtual Assistant

WORK EXPERIENCE

Healthcare Virtual Assistant

Hello Rache | Dermatology Associates of Central NJ

February 2022 - October 2023

- Giving test results to patients thru inbound/outbound calls
- Scheduling patients thru EMR or EHR
- Updating patients profile and pending backlogs
- Collecting medical records, sending referrals and doing prior authorizations
- Sending emails/texts to notify patients for upcoming appointment
- Submitting end of day report to the manager

Registered Medical Technologist II

Philippine Red Cross, Molecular Laboratory |

Aug 2020 - January 2022

- Work in the biggest COVID-19 laboratory in the Philippines that facilitates swab and saliva testing.
- General rotation inside the molecular laboratory to perform various tasks like receiving and testing specimens.
- Releasing results with precision and accuracy.
- Assist clients regarding their concerns with their booking appointment.

Registered Medical Technologist I

FamilyDOC | May - July 2020

- Extraction and collection of specimens
- Queuing of their corresponding laboratory test

Registered Medical Technologist I

Healthway Medical Inc. | February - June 2020

- Specimen collector
- Worked inside the laboratory as a generalist