

MARIA AIZA A. CELIS

Registered Nurse, Prior Authorization Specialist

Caring Registered Nurse with dedicated service in various types of long-term and home health care settings. Provides individualized care plans and helps patients meet goals by delivering direct and effective patient care. Committed to increasing patient satisfaction and streamlining procedures.



1475 A. Batican Street, San Roque, Talisay City, Cebu, 6045
(+63) 9176291038
mariaaizacelis@gmail.com

WORK EXPERIENCE

GENERAL MEDICAL VIRTUAL ASSISTANT - Global Medical Virtual Assistants

MAIN Office: 210 CecileVille Bldg., Tandang Sora, Quezon City, 1116

October 2, 2023 - Present

- Answer inbound and outbound calls and emails regarding insurance reimbursements for certain services.
- Process insurance verification requests for certain procedures and services rendered by US based providers.
- Analyze insurance contracts to ensure healthcare providers are being reimbursed correctly
- Process insurance claims appeals.
- Provide administrative support to physicians and medical staff while working remotely.

PRIOR AUTHORIZATION SPECIALIST - Omega Healthcare Management

Services, INC with main office at 15F Unionbank Plaza, Merlaco Ave., Pasig City

July 11, 2022 - September 01, 2023

- Thoroughly check the patient's chart for correct order details and other pertinent data before processing prior authorization.
- Call payer (insurance companies) to process patient's authorization for requested healthcare services.
- Analyze insurance contracts to ensure healthcare providers are being reimbursed correctly.
- Management of reports dealing with insurance.

NURSE - Animal Bite Treatment Center, Legislative Clinic at Cebu Provincial Health Office, Cebu Provincial Government, Cebu, Philippines

February 2022 - June 2022

- Interview patients of bite history and other data needed.
- Administering Anti-Rabies Vaccine through Intradermal Route.
- Categorize severity of bite.
- Maintain accurate, complete health care records and reports
- Monitor side effects of vaccination.
- Assessing, implementing and evaluating patient nursing care plans by consulting and working with healthcare team members.
- Provide first aid treatment.
- Dispense maintenance medication to staff.
- Refer to a Medical Doctor if deemed necessary for further treatment and intervention.

NURSE - Animal Bite Treatment Center, Legislative Clinic at Cebu Provincial Health Office, outsourced through LSERV Corporation

October 2019 - January 2022

- Interview patients of bite history and other data needed.
- Administering Anti-Rabies Vaccine through Intradermal Route.
- Categorize severity of bite.
- Maintain accurate, complete health care records and reports
- Monitor side effects of vaccination.

SKILLS

- ❖ Dependable, responsible, committed to excellence and success.
- ❖ Productive worker with solid work ethics.
- ❖ Flexible team player amenable to effectively carry out any workload.
- ❖ Computer-literate proficient with basic Windows application.
- ❖ Excellent interpersonal communication skills.

- Assessing, implementing and evaluating patient nursing care plans by consulting and working with healthcare team members.
- Provide first aid treatment.
- Dispense maintenance medication to staff.
- Refer to a Medical Doctor if deemed necessary for further treatment and intervention.

COMPANY NURSE at DIAL Customs Brokerage and Cargo Handling Services, Mandaue City, Cebu, Philippines

January 2012 - August 2017

- Provide emergency treatment in the workplace.
- Administer over-the counter medication to employees.
- Develop and implement health and safety programs.
- Monitor employees with maintenance medications.
- Assist all injured employees and refer them to the nearest hospital if deemed necessary.
- Maintain all employee's medical records and report to the company head on a monthly basis.

HEALTHCARE ASSISTANT, Coventry, United Kingdom

October 2010 - October 2011

- Provide assistance to Dementia patients.
- Administer medications as directed.
- Monitor care home residents' conditions.
- Assist in personal care.
- Provide comfort and safety at all times
- Complete and update patients care documentation and other paperwork.

VOLUNTEER STAFF NURSE at Lapu Lapu City Hospital, Lapu Lapu, Cebu, Philippines

September 2009 - October 2010

- Provide high-quality patient care.
- Administer prescribed medications.
- Follow and implement the patient's treatment plan.
- Maintain accurate updates of the patient's chart.
- Monitor vital signs.
- Assess the needs of the patients in the ward.
- Provide direct patient care such as but not limited to mouth care, back care, bed bathing, changing of position, NGT feeding, and other nursing care plans necessary for the patient's condition.
- Maintain patient safety at all times.

STAFF NURSE at Cebu Doctors' University Hospital, Cebu, Philippines

April 2009 - July 2009

- Provide high-quality patient care.
- Administer prescribed medications.
- Follow and implement the patient's treatment plan.
- Maintain accurate updates of the patient's chart.
- Monitor vital signs.
- Assess the needs of the patients in the ward.
- Provide direct patient care such as but not limited to mouth care, back care, bed bathing, changing of position, NGT feeding, and other nursing care plans necessary for the patient's condition.
- Maintain patient safety at all times.

CLINIC NURSE ASSISTANT at Dr. Filemon S. Alberca Clinic, Cebu, Philippines

April 2008 - October 2008

- Interview patients and gather pertinent information prior to consultation with the Medical Doctor.
- Monitor the up keeping of the consultation room
- Assist the doctor during consultation if necessary.
- Prepare equipment and instruments to be used by the physician.
- Remind patients of the follow up visit with the physician.

EDUCATION

Master of Arts in Nursing Major in Medical-Surgical Nursing

Cebu Doctor's University

Dr. P. Larrazabal St., NRA, Mandaue City, Cebu, Philippines

June 2009 - October 2009

Bachelor of Science in Nursing

Cebu Doctor's University

Dr. P. Larrazabal St., NRA, Mandaue City, Cebu, Philippines

June 2003 - March 2008

TRAININGS

National Rabies Prevention and Control Program and Animal Bite Treatment and Rabies Exposure Management

October 27 - 29, 2021