

ANNALYN ECHON

OBJECTIVE To obtain a challenging position in a reputable company where I can utilize my skills, acquired knowledge and collective experience for continual career growth and personal development.

SKILLS Good teamwork and communication skills, able to prioritize task according to importance, average knowledge of Microsoft Office skills.

WORK HISTORY

DATA ENTRY OPERATOR QUALITY ASSURANCE

DEPARTMENT

September 2021 – Current

Duties include:

- Review of batch documentation.
- Writing annual product quality review report
- Assisting with QA daily activities.

PROCESS WORKER/RESEARCH & DEVELOPMENT LABORATORY

ASSISTANT, PAX Australia

September 2020 – September 2021

Duties include:

- Chemical testing and analysis of products using laboratory procedures
- Quality Assurance
- Pick and pack
- General process works of liquid and aerosol goods

INSURANCE CLAIMS COORDINATOR (Claims and Resubmission Processor)

Dr. Sulaiman Al Habib Medical Group

September 2013 – February 2020

Duties include:

- Responsible for resubmitting denied outpatient and inpatient claims providing

necessary documents to the insurance company.

- Evaluates and analyzes discrepancies on the denied claims in accordance to the agreement between the provider and insurance company and in compliance to each network protocols.
- Coordinates with the clinic and medical record department for the reports and details of the denied claim.
- Notifies the processor, team and the supervisor for all the issues encountered to avoid same denial.
- Processing Reimbursement, Resubmission and Direct medical claims.
- Ensures that all medical claims are processed and registered to the system with accuracy and timely manner in accordance with the policies and agreed tariffs set.
- Makes daily report on claims processed per day by the team.
- Achieves daily, weekly and monthly output target as set by the department.
- As a senior processor, assists new members of the team on queries about processing claims.
- Forwards claims for necessary re-evaluation to the Assessors if any.

TEACHER'S AIDE, KIDDY PLANET NURSERY

September 2011 - September 2013

Duties include:

- Organizing and preparing classroom before and after class
- Assisting the teacher in preparing study and activity material
- Support the day to day operation of the classroom
- Assisting the student individually

STAFF NURSE, NUOVODERM AESTHETIC CLINIC

March 2010 – June 2011

- Keeping up with the latest aesthetic surgery protocols
 - Taking patients history; patient schedule management
 - Pre- and post-operative instructions
 - Assisting aesthetic with venipuncture and intravenous therapy
 - Preparing the surgery room, including sterilizing instruments
 - Preparing patient before undergoing procedure
 - Inventory management.
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EDUCATION

BACHELOR OF SCIENCE IN NURSING
UNIVERSITY OF PERPETUAL HELP SYSTEM, PHILIPPINES
GRADUATED 2009
Cavite, Philippines

REFERENCES

AVAILABLE ON REQUEST