

JAMES [REDACTED]

MEDICAL RECORDS QUALITY
ASSURANCE OFFICER,
VIRTUAL ASSISTANT



CONTACT



[REDACTED]



[REDACTED]



[REDACTED]

PROFILE

Detail-oriented and highly organized healthcare professional with proven experience in medical records auditing, quality assurance, and health information management. Skilled in conducting open and closed chart reviews, coordinating with clinical staff, and ensuring compliance with hospital policies and national health regulations. Adept at using EMR systems, preparing audit summaries, and supporting hospital-wide quality assurance initiatives.

EDUCATION

**Bachelor of Science in
Biochemistry**

2020-2024

**Science, Technology,
Engineering, and Mathematics
Strand (Senior Highschool)**

2018-2020

Secondary Level

2014-2018

Primary Level

2008-2014

WORK EXPERIENCE

[REDACTED]
MEDICAL RECORDS QUALITY ASSURANCE OFFICER
NOVEMBER 2024 - CURRENT (Project Based)

- Conducts quality assurance reviews of patient medical records (PMR) to assess timeliness, accuracy, and completeness of clinical and non-clinical entries.
- Prepares summaries of compliance issues, inaccuracies, and incomplete data, including patient identifiers, physician countersignatures, procedure orders, and regulatory forms.
- Identifies and documents names of healthcare professionals with deficient entries using the Medical Records Review Tool.
- Coordinates with physicians, nurses, and allied health professionals to ensure timely completion of PMRs.
- Prepares forms and presentation materials for Medical Records Review Committee discussions.
- Monitors adherence to hospital policies and national health regulations regarding documentation standards.
- Manages day-forward charts: prepares daily audit tools, tags charts (MC or Regular), updates census, birth, and death registries, and forwards audited forms.
- Arranges and files patient records according to ICD guidelines and hospital filing systems.

SKILLS

- Computer skills
- Oral and Written Communication skills
- Detail-Oriented
- Organizational skills
- Interpersonal and Coordinating skills
- Customer Service skills
- Patient Medical Record (PMR) Auditing
- Health Information Management
- Filing Systems
- Compliance Monitoring & Reporting
- Open/Closed Chart Review
- Data Accuracy & Confidentiality
- Electronic Medical Records Systems (EMR) (e.g., Indra, iHIMS, Archive1)
- Regulatory Documentation Standards
- Interdepartmental Coordination
- Presentation & Committee Reporting

- Retrieves requested records from physical and digital storage systems and coordinates with Processing & Releasing Staff.
- Maintains logbooks and an inventory of records with prescribed retention periods as per the National Archives of the Philippines.
- Prepares daily monitoring reports, retrieval statistics, and off-site storage summaries.
- Attends regular meetings and task groups to ensure accurate information sharing and collaborative problem-solving.
- Performs additional duties as assigned, including special audits and documentation projects.

BIOLOGICAL MODELS FOR DRUG DISCOVERY RESEARCH INTERN

██████████ | JUNE - AUGUST 2023

- Cell Culture Basics
- Microscopic Analysis of Cheek Cell
- Cell Counting with Hemocytometer
- Mimicking an Aseptic Environment
- Presentation of Microscopic Analysis of Cheek Cell
- Collection and Extraction of Plants
- Observation of Roots Under a Microscope for Prophase, Metaphase, Anaphase, and Telophase
- Observation of Clastogenic and Non-clastogenic Aberrations
- Angiogenesis Experiment
- Microscopic Analysis of Root Cells in *Allium cepa* Genotoxicity Assay

EDUCATION & WRITING EXPERIENCE

Bachelor of Science in Biochemistry 2020 – 2024

- Co-author, Assessing the Potential of Orphnaecus pellitus Neuroactive Venom Compounds: Neuroprotection Against Acute 1-Methyl-4-Phenyl-1,2,3,6-Tetrahydropyridine (MPTP) Exposure in Adult Zebrafish (Danio rerio), [REDACTED] Faculty of Pharmacy Undergraduate Thesis
- Co-author, Theraphosidae Venom Neurotoxins as Prospective Therapeutics for Oxidative Stress-Induced Neurodegenerative Disorders: An In Silico Assessment of their Interaction with the Nrf2-Keap1 Complex, [REDACTED] (3rd Placer Research Competition)
- Co-author, Theraphosidae Venom Neurotoxin as Potential Therapeutics for Parkinson's Disease: An Assessment on their Interaction with Monoamine Oxidase B In Silico, [REDACTED] (3rd Placer Research Competition)

SEMINARS/TRAININGS

- 2nd International Congress on Collaborative Education and Research in Healthcare (ICCERHC): Strategic Interventions & Specialized Priorities Amidst a Global Pandemic in Healthcare and Education
- Unpacking the Limitless Potential of Nanomachines and Nanorobotics: Thinking Big, Working Small
- 1st International Congress on Collaborative Education and Research in Healthcare

- Integrating Chemical Science Towards Stable and Sustainable Solutions
- Fresh Start: Opportunities for a Chemistry Student
- Synergizing Chemistry Professions in Transforming Communities

- Zero to Hero: Basic First Aid Training 2021

- From Repair to Replacement: Cultured Meat Technologies and Tissue Engineering
- Unlocking the Secrets of Cancer Metabolism through Nutrigenomics and Bioinformatics
- Chemical Biology of self-assembly
- Biochemistry Research Essentials: Advanced Practice Experience/Practicum
- 10th Special Lecture in Biochemistry: Unlocking the Secrets of Cancer Metabolism Through Nutrigenomics and Bioinformatics
- 2023 Biochemistry Research Forum: Advances in Research for Food and Pharmaceutical Product Discovery and Development
- 2023 Biochem International Lecture: Chemical Biology of Self-Assemblies
- Arachnology 2022: A Webinar Workshop on Philippine Spiders
- Research Area on COVID-19 and HIV / AIDS Vaccine Development

- National Research Council of the Philippines 2024 Annual Scientific Conference
- The Natural Products Society of the Philippines 2023 E-Convention