

Villa 1787, Road 2158, Block 327
Adliya, Manama, Kingdom of Bahrain
Mob: +973 3819 0813
www.linkedin.com/in/hana-villarte
hanavillarte@gmail.com



HANA RUTH VILLARTE RM, CPC-A

OBJECTIVE

- Currently looking for a part-time position, Flexi visa holder looking to join a reputable organization to hone my skills in administration and support, data entry and clinical coding.

SKILLS & ABILITIES

- Detail- oriented medical coder with backgrounds and experience in medical services mapping in a TPA and hospital setting.
- Clean, dependable, flexible, and adaptable.
- Results driven achiever and effective team leader with exceptional interpersonal skills.
- Patient chart auditing.
- Good understanding of health insurance operations.
- Extensive knowledge on MS Office applications and Libre Office applications.
- Grant communication skills- writing and speaking ability.
- Strong organizational skills.
- Ability to record vital information
- Maintains customer/ patient confidence and protects operations by maintaining confidentiality to any information.

EXPERIENCE

**FILISIAN INSTITUTE MANAGEMENT AND SOCIAL CARE W.L.L
ADLIYA, KINGDOM OF BAHRAIN**

Instructor for Medical Coding, Nursing Assistant and Caregiving

April 2022- present

AL SALAM SPECIALIST HOSPITAL, RIFFA, KINGDOM OF BAHRAIN

Nursing Administration Secretary

January 2021- April 2022

HEALTH360 ANCILLARY SERVICES WLL, SEEF, KINGDOM OF BAHRAIN

Client Relationship Officer

November 2019- January 2021

BAHRAIN SPECIALIST HOSPITAL, JUFFAIR, KINGDOM OF BAHRAIN

Medical Records Technician cum Medical coder

July 2018- October 2019

ASTER MEDICAL CLINIC- BAHRRAIN, MANAMA, KINGDOM OF BAHRAIN

Senior Customer Service Executive

February 2018- June 2018

AL HILAL HOSPITAL BSC COMPANY, MUHARRAQ, KINGDOM OF BAHRAIN

Customer Service Coordinator and Medical Records Staff

February 2015- February 2018

DEPARTMENT OF HEALTH- CHD 7

Rural Health Midwife Placement Program

EDUCATION

TRAINING EXPRESS- UK

Certificate of Completion- Clinical Coding (Distant Learning)

March- April 2022

EDOXI TRAINING INSTITUTE- DUBAI

Certificate of Completion- Medical Coding Course (Distant Learning)

May- July 2019

TRAINING PLUS- FILIPINO INSTITUTE- BAHRAIN

Certificate of Completion- Medical Coding Course

March- April 2019

UNIVERSITY OF CEBU- BANILAD

Diploma in Midwifery

March 2011

UNIVERSITY OF CEBU- BANILAD

Certificate of Healthcare Assistant Course

March 2009

**AWARDS/
RECOGNITION**

CERTIFICATE OF APPRECIATION

JCI MOI- Task Force Member- Medical Records Department- JCI Accreditation

Al Hilal Hospital BSC Company

October 20, 2016

**SEMINARS/
TRAININGS
ATTENDED**

MANAGEMENT OF INFORMATION TRAINING AND SEMINAR

Al Hilal Hospital BSC Company, Muharraq, Kingdom of Bahrain

August 2016

FIRE & SAFETY TRAINING (EMERGENCY RESPONSE TEAM MEMBER)

Al Hilal Hospital BSC Company, Muharraq, Kingdom of Bahrain

August 2016

**HANDLING, PROCESSING, AND RESOLUTION OF PATIENT COMPLAINTS AND CUSTOMER
FEEDBACK POLICY AND PROCEDURES**

Al Hilal Hospital BSC Company, Muharraq, Kingdom of Bahrain

October 2016

PSYCHOSOCIAL PROCESSING TRAINING AND DEPLOYMENT

Department of Health, CHD- DOH & DSWD VII, Cebu, Philippines

November- December 2013

PATIENT SAFETY MANAGEMENT IN WORKPLACE

Vicente Sotto Memorial Medical Center- Public, Cebu Philippines

July 2012

MEDICAL DOCUMENTATION SPECIALIST TRAINING

July 2011

REFERENCES

REFERENCE UPON REQUEST
