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**N O R A T A D E N A B A C O L**

Blk 6 Lot 17 Dexterville Homes Subdivision,

Malagasang I-C, Imus City, Cavite, Philippines

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## **PERSONAL INFORMATION**

**Status:** Married **Nationality:** Filipino **Language:** Tagalog, English,

**Date of Birth:** March 5, 1969  **Religion:** Catholic Bisaya, Arabic

## **education**

**1986 – 1988 |** Butuan Doctors College

* Junior Secretarial Major in Medical Secretarial

## **working EXPERIENCE**

**April 2009 – May 2010 Medical Secretary**

**Ophthalmology Clinic | Butuan Doctor’s Hospital**

* Responsible in the clinic and medical supplies needed by the patient for any minor procedure done in the clinic daily
* Communicates patients personally or through phone
* Issues receipts and receives professional fees
* Keeps patients’ records, financial records, etc.
* Makes the monthly report inventory

**January 2005 – December 2008 Medical Secretary – Head of Department**

**Ob-Gyne Clinic / IVF Clinic | Bahrain Specialist Hospital**

* Supports the chief of the department in all clerical work
* Charges all the daily consumables and laboratory entry as well as radiology in all physical tests using HMIS program
* Types medical reports if needed
* Keeps patients’ records, financial records, etc.
* Assists the chief of departments, resident doctors and nurses
* Requests supplies (medical and non-medical) for the department
* Assists BSH marketing if it is needed
* Prepares the monthly report

**January 2003 – 2005 Unit Manager Secretary / Ward Clerk**

**Bahrain Specialist Hospital | Kingdom of Bahrain**

* Performs all duties within the scope of the hospital policies, procedures and protocols
* Maintains a secure filling and office management system for the assign clinical manager and nursing staff
* Screens and directs incoming calls from the clinical manger
* Communicates clearly and effectively with other departments in tracking information
* Supports the clinical manager, charge nurse and staff nurse
* Maintains confidentiality of all reports, documents, information seen or heard off within the unit
* Charges consumables used by the patients using Hospital Managements Information System (HMIS)
* Knows how to operate a computer especially Microsoft Word and Excel
* Assists in maintaining personnel documentation, staffing, profiles monthly report and duty schedules
* Performs duties related to admission, transfer and discharges, to assist nursing staff with computer entries, telephone calls, and documentation
* Assists doctors during immunization day
* Utilizes the HMIS program

**May 1997 – February 2000 Medical Records Data Entry Clerk**

**King Abdul-Aziz University Hospital | Jeddah, Saudi Arabia**

* Responsible for Data Entry Section using OASIS/ Intel Health Program
* Receives files and investigation results daily
* Receives calls for Out- Patients Department (OPD) appointment from different units’ patient discharges daily
* Maintains confidentiality for patients’ records

**September 1993 – March 1996 Medical Secretary**

**Pediatric Department | Prince Abdullah bin Abdul-Aziz Hospital, Saudi Arabia**

* Total professional secretarial management of the department office
* Takes medical dictations and secretarial support to the head of departments and another clinic consultant
* Responsible for department supplies, equipment and inventory
* Management of files including patients’ file, incoming and outgoing memos, doctor files, confidential files, and referral files
* Writes correspondence such as memos and appointment
* Makes duty roster schedules for clinical and on-call doctors
* Acts as a receptionist / coordinator during hospital lecture
* Prepares medical reports and documentation for the transfer of patients to other hospital
* Types discharge summaries, death report and monthly statistics reports in the department

**May 1988 – September 1992 Medical Secretary**

**Pediatric Department | Butuan Doctors Hospital**

* Receives calls for the appointment of patients
* Assists doctors during immunization day
* Contacts patients both in person and through the telephone
* Keeps financial records, patients file etc.
* Types medical reports requested by the patient
* Responsible for the office supplies that are needed in the clinic or in the office.
* Issues receipts and receives professional fees

## **REFERENCES**

1. **Dr. Eduardo C. Tan**

Consultant Ophthalmologist

Butuan Doctor’s Hospital

Butuan City, Philippines

[dockins12@yahoo.com](mailto:dockins12@yahoo.com)

1. **Dr. Salem Jibrel**

Consultant & Head Obstetrics and Gynecology Services / IVF Director

Bahrain Specialist Hospital

P.O. box 10588

[salam@bsh.com.ph](mailto:salam@bsh.com.ph)

1. **Dr. Farah Sulaiman Al- Nuaimy**

Consultant Ob- Gyne

Bahrain Specialist Hospital

P.O. box 10588

[farahob@bsh.com.ph](mailto:farahob@bsh.com.ph)

1. **Ms. Thelma Cacapit**

Director of Nursing

Bahrain Specialist Hospital

1. **Mr. Rasheed Al- Johani**

Director of Medical Records

Jeddah, Kingdom of Saudi Arabia

1. **Mr. Alfred Newton**

Consultant Chief of Pediatric Department

Prince Abdullah Hospital

Bisha, Kingdom of Saudi Arabia

1. **Virgie Gumpal**

President of Homeowners of Association

Dexterville Homes Subdivision

Imus City, Cavite, Philippines

1. **Teresa Palaje**

Barangay Health Worker

Malagasang 1st Health Center

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