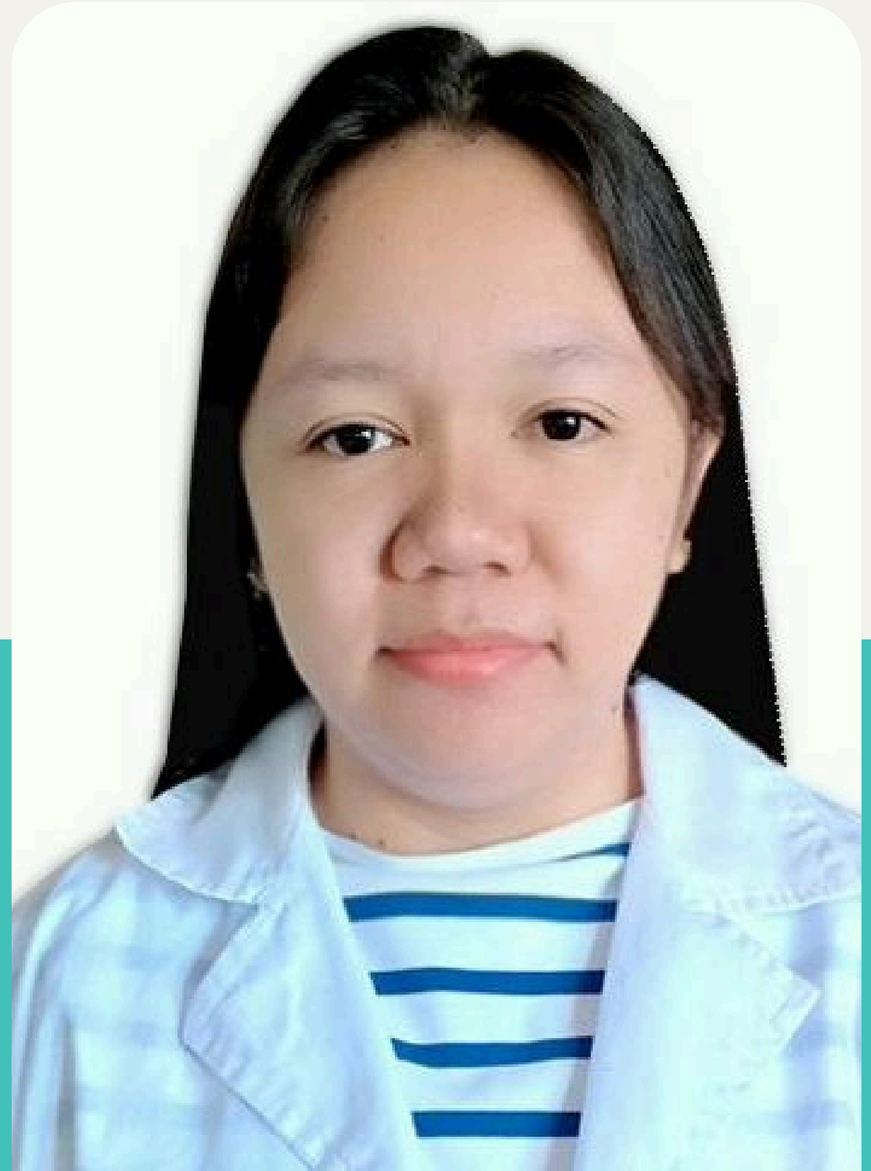
WELCOME! Always ready to help



MA. JORALYN LADERA

YOUR MEDICAL VIRTUAL ASSISTANT

As a virtual assistant, my major objective is to support you in growing your business. There is no need for sole responsibility. I am here for you.

ORGANIZED

I am efficient with attention to detail. I have a deep passion for creating order out of chaos. I am able to manage my time efficiently, prioritize tasks and remain focused on multiple projects. My attention to detail ensures that every task I complete is done accurately and to the highest standard.



FLEXIBLE

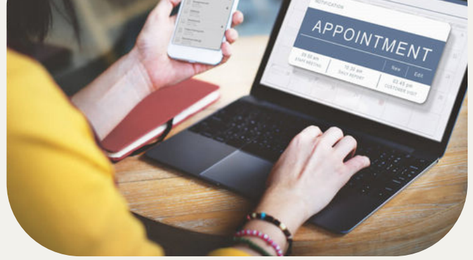
I am always willing to learn and adapt to new situations. Challenges motivate me to think creatively and come up with innovative solutions. I am comfortable working independently or in a team environment, and can easily adjust to changes while maintaining a positive attitude.

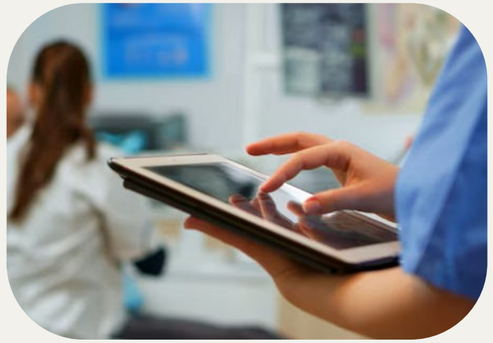
How may I assist you?

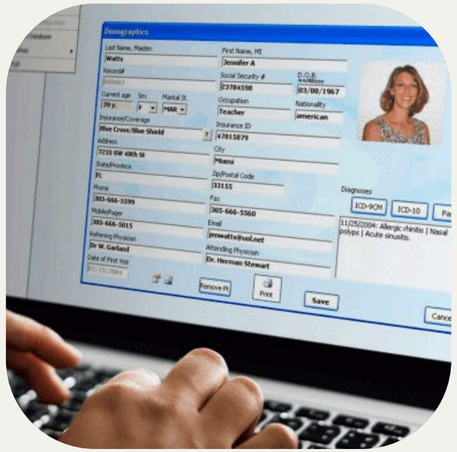
As a virtual assistant specializing in medical, I have gained extensive training in Pro VA. I offer a range of services that can help you manage your healthcare needs, including medical terminology, medication management, appointment scheduling, billing and coding, insurance verification, and basic knowledge of EMR and EHR. Whether you need ongoing support or help with multiple issues, I am here to help you every step of the way.

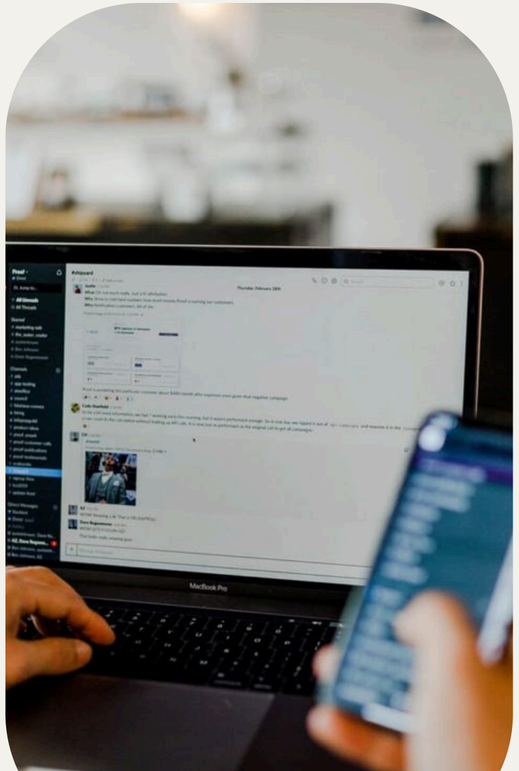














MEDICAL TERMINOLOGY

With my knowledge of medical terms and concepts, I can easily communicate with healthcare professionals.

EMR and EHR

I will provides a narrower and more specific scopes of a patients health status and reference their diagnosis, prescriptions, symptoms, and other details over time.

Billing & Coding

Ensure timely and accurate billing and coding, minimize the risk of claim denials.

Appointment Scheduling

I can maintain detailed records ensure that all patient information is confidentially managed.

Medication Management

I can provide reminders to patients on medication times, but I can also offer information on drug interactions and the correct dosages.

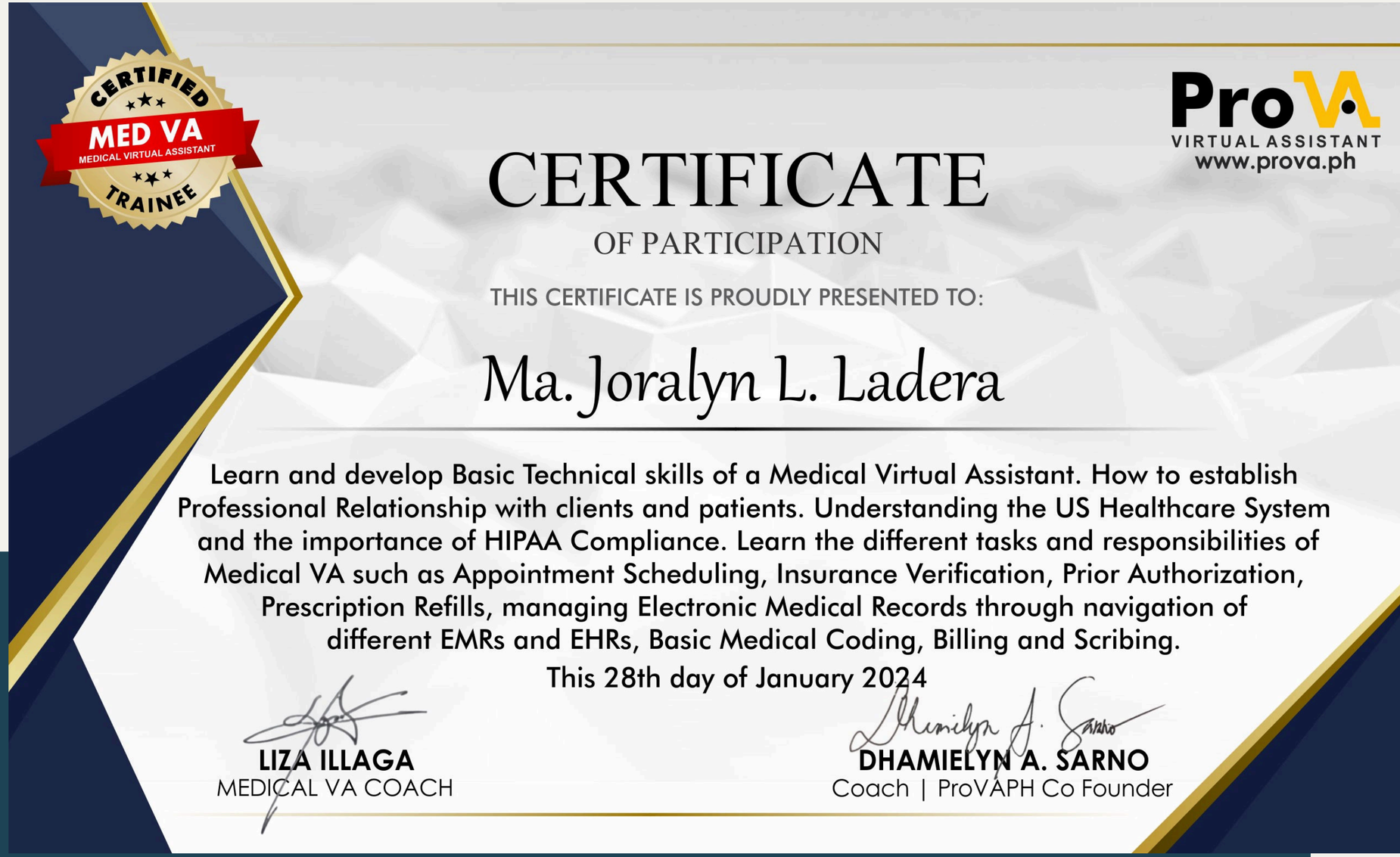
INSURANCE VERIFICATION

Take care of following a set of steps for checking insurance eligibility including contacting the insurance provider directly and is in charge of taking care of contacting the patients and submitting any necessary claim forms and authorizations.

MEDICAL VIRTUAL ASSISTANT TRAINING CERTIFICATE

COMPLETED JANUARY 28, 2024

Conducted By:ProVA





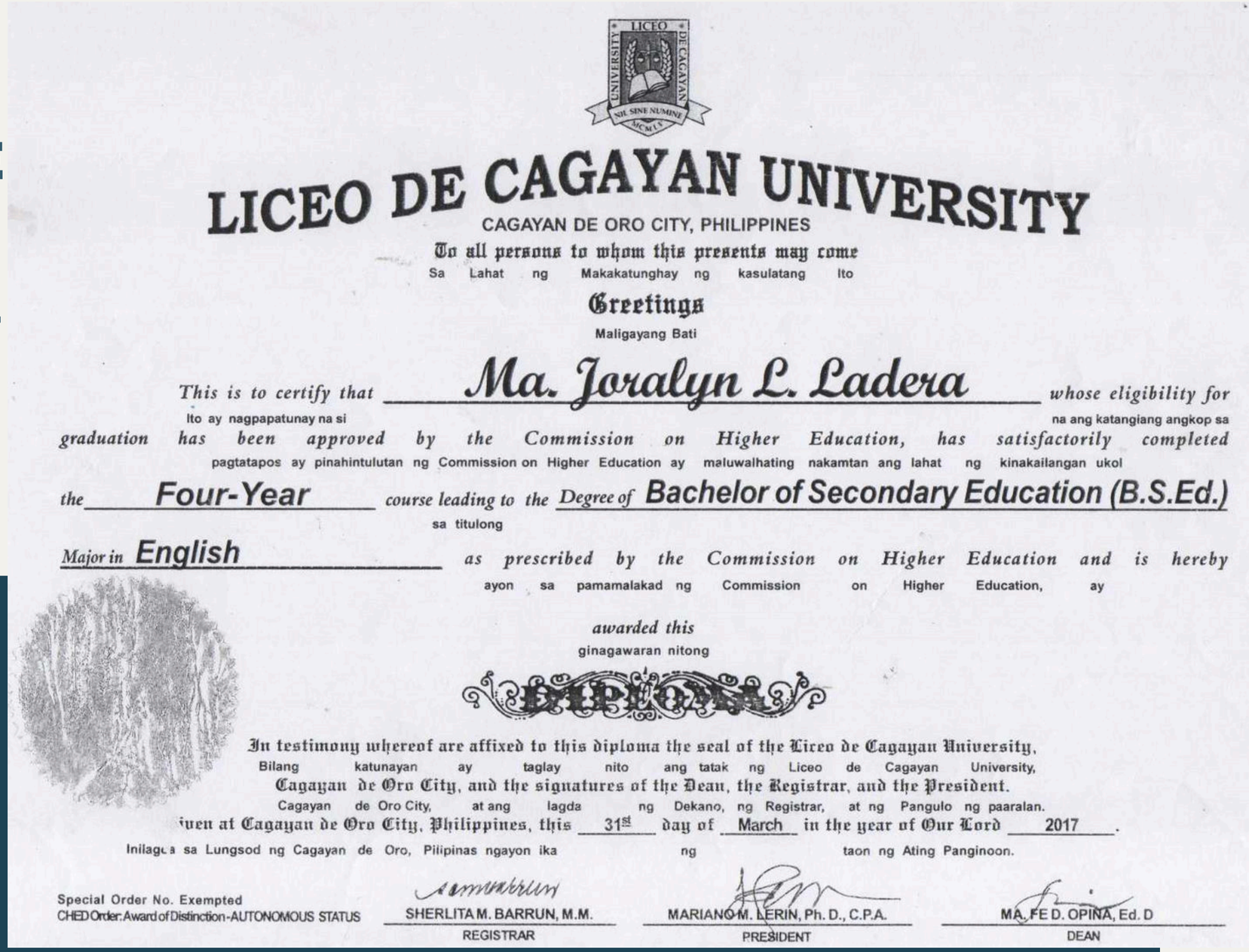
GENERAL VIRTUAL ASSISTANT TRAINING CERTIFICATE

COMPLETED JANUARY 28 2024

Conducted By:ProVA

DIPLOMA CERTIFICATE

COMPLETED MARCH 31, 2017



LICEO DE CAGAYAN UNIVERSITY

CAGAYAN DE ORO CITY, PHILIPPINES

To all persons to whom this presents may come

Sa Lahat ng Makakatunghay ng kasulatang Ito

Greetings

Maligayang Bati

This is to certify that Ma. Joralyn L. Ladera whose eligibility for

Ito ay nagpapatunay na si na ang katangiang angkop sa

graduation has been approved by the Commission on Higher Education, has satisfactorily completed

pagtatapos ay pinahintulutan ng Commission on Higher Education ay maluwalhating nakamtan ang lahat ng kinakailangan ukol

the Four-Year course leading to the Degree of Bachelor of Secondary Education (B.S.Ed.)

sa titulong

Major in English as prescribed by the Commission on Higher Education and is hereby

ayon sa pamamalakad ng Commission on Higher Education, ay

awarded this

ginagawaran nitong

DIPLOMA

In testimony whereof are affixed to this diploma the seal of the Liceo de Cagayan University,

Bilang katunayan ay taglay nito ang tatak ng Liceo de Cagayan University,

Cagayan de Oro City, and the signatures of the Dean, the Registrar, and the President.

Cagayan de Oro City, at ang lagda ng Dekano, ng Registrar, at ng Pangulo ng paaralan.

Given at Cagayan de Oro City, Philippines, this 31st day of March in the year of Our Lord 2017.

Inilagda sa Lungsod ng Cagayan de Oro, Pilipinas ngayon ika ng taon ng Ating Panginoon.

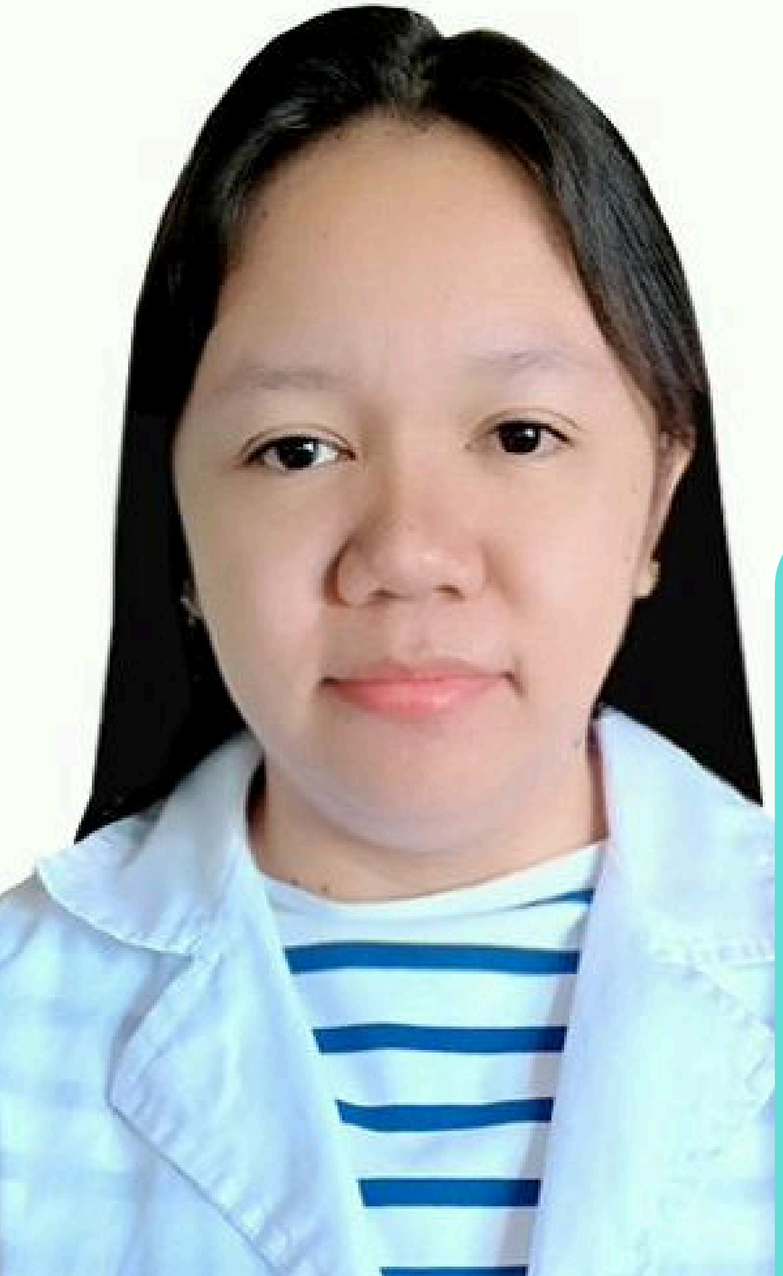
Special Order No. Exempted

CHED Order: Award of Distinction - AUTONOMOUS STATUS

SHERLITA M. BARRUN, M.M.
REGISTRAR

MARIANO M. LERIN, Ph. D., C.P.A.
PRESIDENT

MA. FE D. OPINA, Ed. D
DEAN



LET’S CONNECT FOR FUTURE OPPORTUNITIES TOGETHER!

Misamis Oriental, Philippines