



Meccah Theresa Malicse

Registered Nurse

Medical/Healthcare Virtual Assistant

Revenue Cycle Management Support | Medical Biller |

Medical Coder | HIPAA Certified

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PROFILE

Registered Nurse with specialized training as a Healthcare/ Medical Virtual Assistant, with expertise in Healthcare Administrative Support, Compliance Awareness, and Revenue Cycle Management. Leverages clinical knowledge to deliver support to clinics, managing insurance verification, patient care coordination, prior authorization workflows, and ensuring all documentation adheres to the HIPAA standards.

PROFESSIONAL EXPERIENCE

- **Provincial Medical and Dental Unit**, Surigao del Sur Police Provincial Office, Philippine National Police (2022 to present)
- **Provincial Strategy and Management Unit**, Surigao del Sur Police Provincial Office, Philippine National Police (2014 to 2022)
- **Nurse at OB Ward**, Adela Serra Ty Memorial Medical Center, Tandag City, Surigao del Sur, Philippines (2007 to 2009)

CORE COMPETENCIES

- Insurance Eligibility and Benefits Verification
- Familiarity with Medical Coding Systems
- HIPAA compliance
- Proficiency in EHR (Jane App, Cerner)
- Understanding of medical terminology
- Strict attention to detail and accuracy in documentation
- Expertise in virtual communication tools (Zoom and Microsoft Teams)
- Time management and organizational abilities
- Empathy & professionalism towards patients
- Critical thinking to resolve administrative or documentation issues
- Adaptability

TRAININGS

BrightRoot VA

1. Healthcare Administrative Training

- Clinic Workflow Overview
- Patient Intake and Scheduling
- Insurance Verification Fundamentals
- Authorization Workflow Awareness

2. Healthcare Compliance Awareness Training

- HIPAA Privacy Rule
- HIPAA Security Rule
- PHI Handling in Remote Settings

3. US Medical Billing and Revenue Cycle Management

- 14-Step Revenue Cycle Workflow Overview
- Claims Lifecycle Overview
- Payment Posting and AR basics

4. Trauma-Informed Care Training

- Patient-centered Communication
- De-escalation Awareness

5. Canada Billing

- PIPEDA

6. Jane Navigation App

Cloudnook

- **MVA Foundation, EHR Management, Building Profile and Skills Assessment**

AAPC (Coursera)

AAPC Medical Biller

- Introduction to Certified Professional Biller
- Coding and Medical Necessity
- Billing and Collection Process
- Insurance Specifics

Johns Hopkins University (Coursera)

Revenue Cycle, Billing, and Coding

Credential ID SJJ3ZPLSPA98

Medical Coding and Superbill Essentials

Credential ID QDDSFNYM9NYI

Health Information Technology Fundamentals

Credential ID V6MCUTYM5AKM

Introduction to Ambulatory Healthcare Management

Credential ID SJJ3ZPLSPA98