



ANGIE S. BAGARES, RN

Certified Medical Virtual Assistant

Profile

Detail-oriented Registered Nurse with 5 years of Operating Room experience and 1 year as a Private Nurse, now transitioning into a Certified Medical Virtual Assistant role. Highly skilled in medical documentation, patient coordination, and administrative support, with strong attention to confidentiality, accuracy, and workflow efficiency.

Tools

- EMR/EHR (Practice Fusion, AtlasMD, AdvanceMD)
- Google Workspace
- Microsoft Office
- Canva
- Gmail

MVA Skills

- Familiar with EHR/EMR systems
- Prior Authorization
- Insurance Verification
- Appointment Scheduling
- Email Management
- Referral/ Imaging Orders

Soft Skills

- Ability to work under pressure
- Time Management
- Communication Skills
- Problem-solving abilities
- Active listening
- Collaborating/ Teamwork
- Adaptability
- Empathy and Compassion

Certifications

- HIPAA Certified

Certifications

Liceo De Cagayan University
Bachelor of Science in Nursing
June 2011 - March 2015

Work Experience

AdvanceMD

Medical Virtual Assistant Intern

- Completed a structured internship focusing on the Direct Primary Care model using AdvanceMD EMR
- Gained hands-on experience managing patient records, processing membership sign-ups and coordinating telehealth appointments
- Assisted in performing virtual patient onboarding, chart creations, and billing workflow simulations.
- Strengthened skills data accuracy, patient confidentiality, and HIPAA compliance within a DPC setting

December
2025

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January
2026

Polymedic General Hospital

Operating Room Nurse

- Assisted in preoperative, intraoperative, and postoperative patient care.
- Maintained sterile environments and adhered to surgical safety protocols.
- Coordinated with surgical teams to ensure successful procedures and optimal patient outcomes.
- Documented surgical reports and monitored patient conditions with keen attention to detail.

October
2022

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July
2025

Polymedic Medical Plaza

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February
2016

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July 2017