



IZELLA JAMY C. MONTEMAYOR

CERTIFIED MEDICAL VIRTUAL ASSISTANT

CONTACT

- ✉ 09666302822
- 📧 izellajamyc@gmail.com
- 📍 La Union, Philippines

EDUCATION

Bachelor of Science in Pharmacy

Saint Louis University
Baguio City
2019

SKILLS

- Patient Care and Management
- Empathy and Compassion
- Excellent Communication
- Strong Attention to Detail
- Organized
- Appointment Scheduling and Confirmation
- Basic Knowledge in EMR/EHR
- Basic knowledge in Medical Scribing with 40-50 wpm
- Confidentiality Compliance

CERTIFICATION

Basic Technical Skills of Medical Virtual Assistant

PRO VA
June 2024

TRAINING/SEMINAR

Medical Virtual Assistant- In depth Training

PRO VA
June 2024

I am proficient in the basics of being Medical Virtual Assistant. I can handle task like Appointment scheduling, Basic Medical Scribing, Prior Authorization, Insurance Verification, and Utilization of EMR/EHR. With almost four years of my experience in customer service, I am dedicated to assist you in achieving a patient's needs for excellent healthcare.

WORK EXPERIENCE

St Joseph Drugstore

Community Pharmacist / Assistant Pharmacy Supervisor
April 2022- April 2024

- Acts as the technical expert and consultant of the store
- Checks and inspects drugstore operations and dispensing practices to ensure compliance with all FDA regulations
- Guides and trains store personnel in reading prescriptions. Counterchecks and records prescription in the prescription book.
- Trains/Educates store personnel on product knowledge

Watsons Personal Care Stores

Store Pharmacist
July 2021- February 2022

- Monitor expiration of drugs by pulling out 2-3 months of the said date in the selling area
- Performs inventory twice a year
- Receives stocks and ensures no discrepancy by checking its actual and ordered quantity
- Supervised training of newly hired PA

Shaltene Pharmacy

Community Pharmacist
August 2020-June 2021

- Counsel Patients with regards to their medications
- Mange reports to the Department of Health
- Manage inventory and expiration of drugs