

GIRLIE R. LLORCA

MEDICAL VIRTUAL ASSISTANT

📍Pilar, Bataan, Philippines ▪ ✉️llorcagirlie@gmail.com ▪ 📞+63 977 208 6449 ▪ 🌐

Certified Medical Virtual Assistant with background in EHR management, scheduling and HIPPA compliance. Passionate about delivering seamless support to healthcare providers. Dedicated and compassionate Registered Nurse (RN) with progressive career history in direct patient care, triage and care coordination in a fast-paced environment for 8 years. Proven to remain calm under pressure and skillfully handle difficult patients and high-stress situations.

CORE SKILLS AND TOOLS

- Medical Appointment Scheduling
- Electronic Medical Records (EMR/EHR)
- Insurance Verification & Eligibility
- Medical Billing & Coding (ICD-10, CPT)
- Patient Intake & Charting
- HIPAA Compliance
- Prior Authorization
- Prescription Refill Requests
- Medical Transcription SOAP
- Notes
- Microsoft Office
- Google Workspace
- Zoom
- Slack
- OpenEHR

Training & Certification

Medical VA Masterclass

Sync2VA - 40 Hours

December 2025

- Trained in appointment scheduling, live scribing, and medical transcription to support accurate, real-time clinical documentation.
- Applied medical terminology, EHR documentation standards, and HIPAA-compliant PHI handling.
- Learned prescription refill workflows, secure communication, and clinic compliance procedures.

HIPAA Compliance Training Program

December 12, 2025

- This course covered Introduction to HIPAA, The Privacy Rule, The Security Rule, Breach Notification & Enforcement and HIPAA Compliance Best Practices

PROFESSIONAL EXPERIENCE

STAFF NURSE - MT. SAMAT MEDICAL CENTER, Ala-Uli, Pilar, Bataan, Philippines

March 2025- November 2025

- Leveraged Bizbox hospital system to streamline patient information tracking, medication management, supply ordering, and billing processes, enhancing efficiency and enabling a greater focus on direct patient care.
- Proficiently executed a range of nursing interventions, including wound management, vital sign assessment, and specimen procurement, administered medications via oral, intravenous, and intramuscular routes, ensuring meticulous monitoring of patient responses and outcomes.

Nurse I - Schools Division Office of Bataan (DepEd),
Abucay, Bataan, Philippines

October 2019 - February 2025

- Assist and consolidate Annual Laboratory & Physical Examination Reports of non-teaching personnel & Teaching personnel to determine medical conditions, using platforms such Microsoft Office Suite (Word, Excel, PowerPoint).
- Delivers comprehensive virtual school nursing services, employing telehealth assessments, proactive case management, and engaging online health education to promote student well-being, ensure Data Privacy Act compliance, and foster strong parent-guardian relationships.
- Continuously enhanced nursing skills and knowledge through active participation in professional development, resulting in improved quality of care for students and a safer school environment.

EDUCATION

College of Nursing And Midwifery
Bataan Peninsula State University

March 2012

REFERENCE

Available upon request.