

RATCHAPOL SUWANNAKAL

PORTFOLIO

ABOUT ME

.Just a man, Who graduated from an international program at Thammasat. A man who respect others and believe that honesty worths more than a paycheck

PREVIOUS SCHOOLS

Thammasat University, Bangkok, Thailand
bachelor of Arts in Liberal Studies
June 2016 - July 2020

Master in British and American Studies (BAS)
Learning route: Social Science
CUMULATIVE GPAX: 2.55

Sarasas Ektra School, Bangkok, Thailand
Study Route: English Language
June 2004 - August 2015

Special Program: GAC
CUMULATIVE GPAX: 3.25

HOW TO CONTACT ME

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Phone: **086-343-1515**
Office Address: 309/2 Nanglinchi
Yannawa Bangkok 10120
Birthday 1 Jan 1998

WORK EXPERIENCE

Bumrungard Hospital

(Duration 1 year 10 month)

Occupation - Register

As a part of registration department, we serve both first time and existing patient thus it is at most important for us to offer the best quality of services to all patient.

(first impression is the best impression)

- **Customer service**

- Handling all patient request and answer all lingering question that the patient may have.

- Process through patient feedback. (With compassion and understanding)

- **Patient screening**

- Screening and assign the patient to the appropriate doctor/department.

- Screening for Communicable disease. (Monkey Pox, Covid19)

- **Outpatient Insurance confirmation**

- Checking for the eligibility of patient insurance.

- Prepare claim form according to the insurance used.

- **Medical records**

- Making sure all patients information is up to date

- Create and maintaining patient record for both new and existing patient

- Answer all the patient information regarding medical records while maintaining safety and anonymity.

- **Administrative Assistant**

- Keeping all patient signed document in the suitable organized manner make sure all document are uploaded into the hospital server/system

- Taking care of patient appointment including scheduling and rescheduling as requested by the patient.

(June 2022 - April 2024)

Family business (Pharmacy)(Duration 2 Years)

- **Selling**

- **Stock Management**

(July 2020 - June 2022)