

AZISEH BLESSING KIMASE

Registered Nurse | Medical Virtual Assistant | Patient Access & Healthcare Operations

Cameroon (WAT, UTC+1) | Available for Remote Global & U.S.-Based Roles | azisehblessing26@mail.com | [linkedin.com/in/aziseh-blessing-kimase](https://www.linkedin.com/in/aziseh-blessing-kimase) | [azisehblessing.com](https://www.azisehblessing.com)

PROFESSIONAL SUMMARY

Registered Nurse with 2 years of clinical experience and Medical Virtual Assistant training, combining clinical fluency with remote healthcare operations skills. Experienced in triaging patient concerns and routing them appropriately under time pressure, communicating with patients and families, maintaining accurate documentation, coordinating appointments, and escalating concerns requiring clinical attention.

Trained in EHR-based scheduling, patient intake, patient messaging, insurance eligibility documentation, referrals, prior authorization workflows, telehealth coordination, and chart documentation. Comfortable managing shared inboxes, supporting distributed healthcare teams, learning new systems quickly, and communicating clearly with patients who may be confused, anxious, or unsure of their next steps.

HIPAA trained with a strong commitment to patient confidentiality, accurate documentation, compassionate communication, and staying within appropriate non-clinical scope when supporting healthcare operations.

CORE COMPETENCIES

Patient Access & Experience

- Patient Intake & Registration
- Appointment Scheduling & Rescheduling
- Patient Communication & Follow-Up
- Patient Message Triage & Routing
- Patient Onboarding & Preparation
- Documentation Follow-Up
- Patient Support & Escalation

Healthcare Operations

- EHR/EMR Documentation
- Chart Management
- Referral Coordination
- Insurance Eligibility Documentation
- Prior Authorization Workflows
- Telehealth Coordination
- Provider Communication
- Shared Inbox Management

Professional Strengths

- Clear Written & Verbal English
- Empathetic Patient Communication
- Calm Under Pressure
- Accurate Documentation
- SOP & Workflow Adherence
- Cross-Functional Coordination
- Confidentiality & HIPAA Awareness
- Independent Remote Work
- Fast Learning & Adaptability

PROFESSIONAL EXPERIENCE

Secretary & Virtual Operations Support | *HomeClinic (Remote)*

Feb 2024 – Present

Home-based primary healthcare service operating with a distributed provider team.

- Manage a shared inbox for a distributed healthcare team, responding to routine patient and provider correspondence and routing requests outside standard procedures to the appropriate team member.
- Coordinate provider calendars and scheduling changes remotely, helping prevent conflicts and missed follow-ups across a distributed team.
- Organize patient-related documents and administrative information to support efficient provider access and follow-up.
- Maintain clear communication between patients, providers, and administrative team members while working independently with minimal supervision.
- Support day-to-day healthcare operations across a distributed team while maintaining attention to confidentiality, accuracy, and timely follow-through.

Charge Nurse & Registered Nurse | *1st Choice Medical Clinic — Bamenda, Cameroon*

Jul 2025 – May 2026

Private outpatient medical clinic providing general medical care to approximately 10–15 patients daily.

- Served as a first point of contact for approximately 10–15 patients daily, quickly categorizing concerns and directing each toward the appropriate next step — routine management, urgent attention, or physician escalation.
- Maintained accurate and current patient documentation under time pressure, ensuring physicians had the information needed for timely clinical decisions.
- Communicated calmly and clearly with patients, families, and staff, translating clinical updates and physician instructions into practical next steps.
- Coordinated nursing activities across clinical and administrative staff to maintain continuity of care during periods of high patient volume.
- Recognized concerns requiring additional clinical attention and escalated them appropriately rather than attempting to resolve issues outside scope.
- Balanced multiple patient needs while maintaining accuracy, professionalism, empathy, and timely follow-through.

Emergency Unit Nurse | *Bambili Medicalised Health Centre — Bambili, Cameroon*

Jul 2024 – Jun 2025

Community health center serving urgent walk-in and referred patients.

- Triage incoming patients in a fast-paced emergency setting, distinguishing routine concerns from situations requiring immediate clinical escalation.
- Documented patient assessments, vital signs, interventions, and clinical updates accurately in real time.
- Communicated essential patient information during shift handoffs to support continuity of care and timely decision-making.
- Maintained accurate documentation and clear communication while working under significant time pressure.
- Supported patients and families during stressful situations using calm, empathetic, and clear communication.

MEDICAL VIRTUAL ASSISTANT PRACTICUM

Medical Virtual Assistant — Practicum Training | *ATA Academy*

2026

Structured, simulation-based Medical Virtual Assistant program covering intake-to-discharge workflows for a multi-provider practice.

- Practiced structured patient intake and scheduling workflows, including development of a seven-step new-patient registration process.
- Built and practiced a six-step prior authorization workflow using simulated patient cases.
- Converted six unstructured provider dictations into standardized, chart-ready SOAP and DAP documentation.
- Designed a three-phase telehealth coordination workflow covering pre-visit preparation, live-visit support, and post-visit follow-up.
- Practiced maintaining patient demographics, non-clinical EHR information, insurance eligibility documentation, referrals, and provider follow-up within a simulated multi-provider practice.
- Applied HIPAA principles and appropriate clinical/non-clinical boundaries throughout simulated healthcare workflows.

LEADERSHIP EXPERIENCE

Founder & Executive Director | *RisingRoots Africa (Remote)*

Feb 2026 – Present

Peer-led mental and emotional wellness organization serving young people across Cameroon.

- Founded and lead a peer-led organization serving a community of 320+ young people, coordinating member communication, programs, partnerships, and day-to-day operations.

- Manage incoming member inquiries and route concerns through a structured support process while maintaining appropriate boundaries and confidentiality.
- Designed repeatable communication and intake structures for programs and community activities.
- Coordinate multiple stakeholders, deadlines, communication channels, and community initiatives in a remote environment.
- Develop clear, empathetic communications for individuals engaging with sensitive personal and emotional topics.

EHR, TELEHEALTH & TECHNOLOGY

EHR/EMR: SimplePractice | DrChrono | OptiMantra | TherapyNotes

Telehealth: Zoom for Healthcare | Doxy.me

CRM & Operations: HubSpot | Trello | Notion

Productivity & Communication: Google Workspace | Microsoft Outlook | Microsoft Teams

EDUCATION & CERTIFICATIONS

Bachelor of Science in Nursing — University of Bamenda, Cameroon

Registered Nurse License — Available upon request

Medical Virtual Assistant Certification — ATA Academy, completed July 2026

HIPAA Compliance Certification — 2026

ADDITIONAL INFORMATION

Work Authorization: Available for international remote contract opportunities.

Availability: Available for remote roles aligned with U.S. working hours, including Central Time.

Professional Scope: Healthcare operations and patient support; does not provide independent medical diagnosis, treatment, or medical advice outside the appropriate clinical role.