

Medical Assistant

# PORTFOLIO

*Manya Lay* M.D.


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 [Manya Lay](#)

 [@manya.lay](#)

*(Click any link to connect)*

# Hello, *I'm Doctor Manya!*

 Clinically Trained. Detail-Oriented. Remotely Reliable.

I am an Indonesian licensed Medical Doctor with 6+ years of clinical experience across government hospitals, primary care, occupational health, and specialty clinics, managing 30 to 50 patients daily, coordinating referrals, and handling insurance documentation and patient follow-ups.

I completed Remote Medical Assistant training and hold HIPAA certifications. I am familiar with AthenaHealth and Epic/MyChart workflows. Hands-on EHR workflow practice using drChrono, OptiMantra, and TherapyNotes.

I am familiar with Medicare, Medicaid, Tricare, and Blue Shield of California — including verification, prior authorization, and claims documentation.

As a Salesforce Sales Operations Specialist, I support clinics with CRM updates, patient follow-ups, outreach tracking, and referral pipeline organization. I also have experience in B2C health & wellness lead generation and B2B SaaS SDR support.

**I'm open to remote roles in medical administration and billing support, and I'm excited to help your team deliver excellent patient care.**



**6+ Years**  
Clinical Experience



**30-50**  
Patients Managed Daily



**HIPAA**  
Certified



**RMA**  
Trained



**100%**  
Remote Ready



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# My *Experience*



**6+ Years**  
Healthcare Experience

01		Remote Medical Assistant	Jan 2026 – Mar 2026	MedVA LaunchPad (Internship – Remote)
02		Aesthetic Doctor	Jul 2025 – Present	Pearl Beauty Studio (Part Time Onsite – Indonesia)
03		Aesthetic Doctor	Mar 2025 – Jul 2025	Arra Clinic – PT. Arra Mori (Full Time Onsite – Indonesia)
04		Doctor Site – Occupational Health Physician	Jan 2024 – Feb 2025	Siloam Hospitals site PT. AMMAN Indonesia
05		Doctor Site – Occupational Health Physician	Mar 2023 – Jan 2024	Holy Sinta Foundation site PT. SILO & PT. ESF
06		Doctor Site – Occupational Health Physician	Mar 2022 – Feb 2023	Belengkong Mineral Resources site PT. RJ & PT. VDTM
07		Doctor Site – Occupational Health Physician	Jan 2020 – Feb 2021	Prodia OHI International site PT. SRL & PT. DML
08		Medical Doctor (Internship)	Oct 2018 – Oct 2019	Ministry of Health of Indonesia North Sulawesi, Indonesia

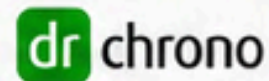
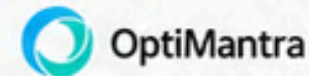


# Medical Assistant Workflow & Tools

Remote Healthcare Operations • EMR/EHR • Prior Authorization • AI Support • HIPAA-Ready

## EMR / EHR Systems

Manage clinical documentation & patient records



## Prior Authorization

Support medication approvals & authorization tracking workflows



## Patient Relationship Management

Oversee follow-ups, referrals & CRM workflows



## Automation

Streamline repetitive tasks & administrative processes



## AI Tools & Productivity

Enhance efficiency with AI research & collaboration



ChatGPT



perplexity



Gemini AI



Claude

## Workspace, Outreach, & Collab Support

Power your work, communication & content creation



Apollo



clay



Google Workspace



ClickUp



Notion



Slack



Semrush



Wix

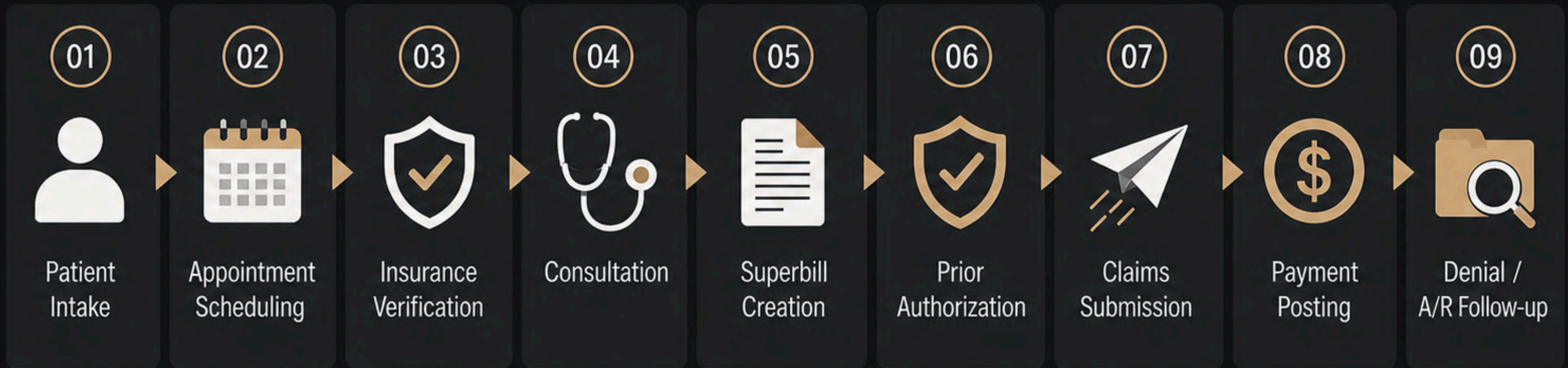


CapCut



Canva

# Revenue Cycle Management



## FRONT-END RCM

- Patient intake & demographic entry
- Appointment scheduling
- Insurance eligibility verification
- Prior authorization support

## MID-CYCLE RCM

- Superbill / CMS-1500 preparation
- Documentation review support

## BACK-END RCM

- Claims submission support
- Payment posting support
- Denial / A/R follow-up

Disclaimer: All patient information shown is simulated and used for practice purposes only



[Click to view sample work](#)

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# EHR Workflow Management



## CORE TASKS

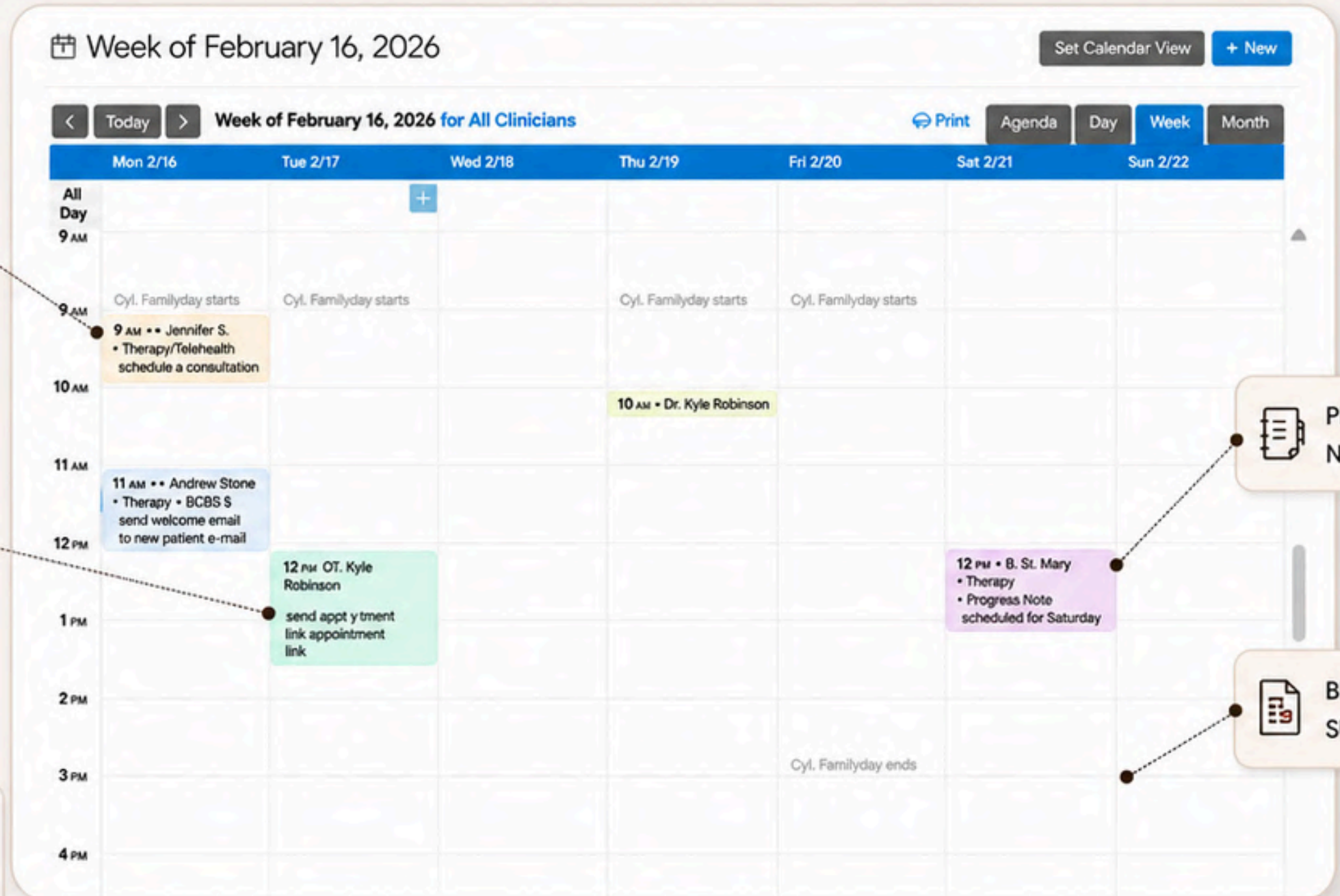
- Add new patient profiles
- Schedule and manage appointments
- Navigate the patient portal
- Handle patient text communication
- Create initial and progress notes
- Prepare superbills and CMS-1500 documentation

## VIDEO PRESENTATION [Click to watch video](#)



APPOINTMENT SCHEDULING

PATIENT MANAGEMENT



PROGRESS NOTES

BILLING SUPPORT

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Manya Lay M.D.

# EHR Workflow Management

## OptiMantra

### CORE TASKS

- Add new patient
- Book and manage appointments
- Create and manage initial notes

### VIDEO PRESENTATION



Click to watch video

**OptiMantra** Referral Bonus

Tasks Notifications Messages Texts Faxes Office Chat jennamichele1114@gmail.com

Scheduling Patients Checkouts Inventory Analytics Shortcuts Patient Search

**Patient** "Jenny" Jenny Kim  
1980-Apr-15 • 45 yrs • Female  
Patient ID: E2300308  
Insurance: Blue Cross Blue Shield PPO

Write something to remember...

+ Add Tag

**Balance**  
Result: 1paid  
\$ 0.00

Payment History  
Superbill History

**Appointment** Confirmed (by staff) WL

Manya Lay, MD Color

Copy Previous  Calendar Block

Jenny Kim (Jenny)

03/18/2026 01:00 pm 01:30 pm

Report Options

16/03/2026: Lab order was created in the EHR and sent to Quest, and the requisition form sent to Jenny Kim through the patient portal and by email.  
16/03/2026: Jenny Kim called to request that the next Quest laboratory be her address (new.

Select Service On Time

Select Room Simulated Wellness Center

New Patient (Initial Visit) Text and Email

Default Reminder Email Insurance Only

Save & Notify Save & Close Save Close CheckOut More >

PATIENT MANAGEMENT

APPOINTMENT SCHEDULING

INITIAL NOTES

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Manya Lay M.D.

# EHR Workflow Management



## CORE TASKS



Add and manage new patient profiles



Book and coordinate appointments



Create initial notes and intake details



## VIDEO PRESENTATION



Click to watch video

**dr chrono** | Chrissy Bright | Female Gender Identity Unknown | 54 years old (09/10/1971) | EBCN003001

Provider: **Not Enabled** | Address: 123 Example Street, Sample City, 55555 | Phone: (555) 555-1234 | Email: **Missing**  
OnPatient: **Invite** | Date Added: 02/26/2025 | Prev Appt: 03/02/2026, EST | Next Appt: None

Mammogram screening for all women aged 40-74 | Adult Immunizations Schedule Age 16-99+ | View All

**Patient Chart**

- Patient Summary
- Demographics
- Appointments
- Clinical Dashboard
- Documents
- Eligibility**
- Tasks (3)

**Latest Eligibility**

Active Coverage

Subscriber: FIRST NAME LAST NAME 2000-01-01 | Insurance: ANTHEM BLUE CROSS BLUE SHIELD  
Insurance ID: ABC12345678 | Group Number: 1234567890 | Group Name: GROUP NAME

Health Benefit Plan Coverage | Print

Copayment | Deductible | Coinsurance | Active Coverage

Practice Group ID: 514025 | Learn more | Help | Updates | Knowledge Base | Marketplace | Practice Chat Disabled

PATIENT MANAGEMENT

APPOINTMENT SCHEDULING

INITIAL NOTES

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# Prior Authorization Form Review

covermymeds®

- Reviewed patient, prescriber, and insurance details.
- Completed medication and diagnosis information.
- Added clinical rationale and supporting documents.
- Managed request submission and status tracking.

▶ DEMO VIDEO: COMPLETED FORM REVIEW



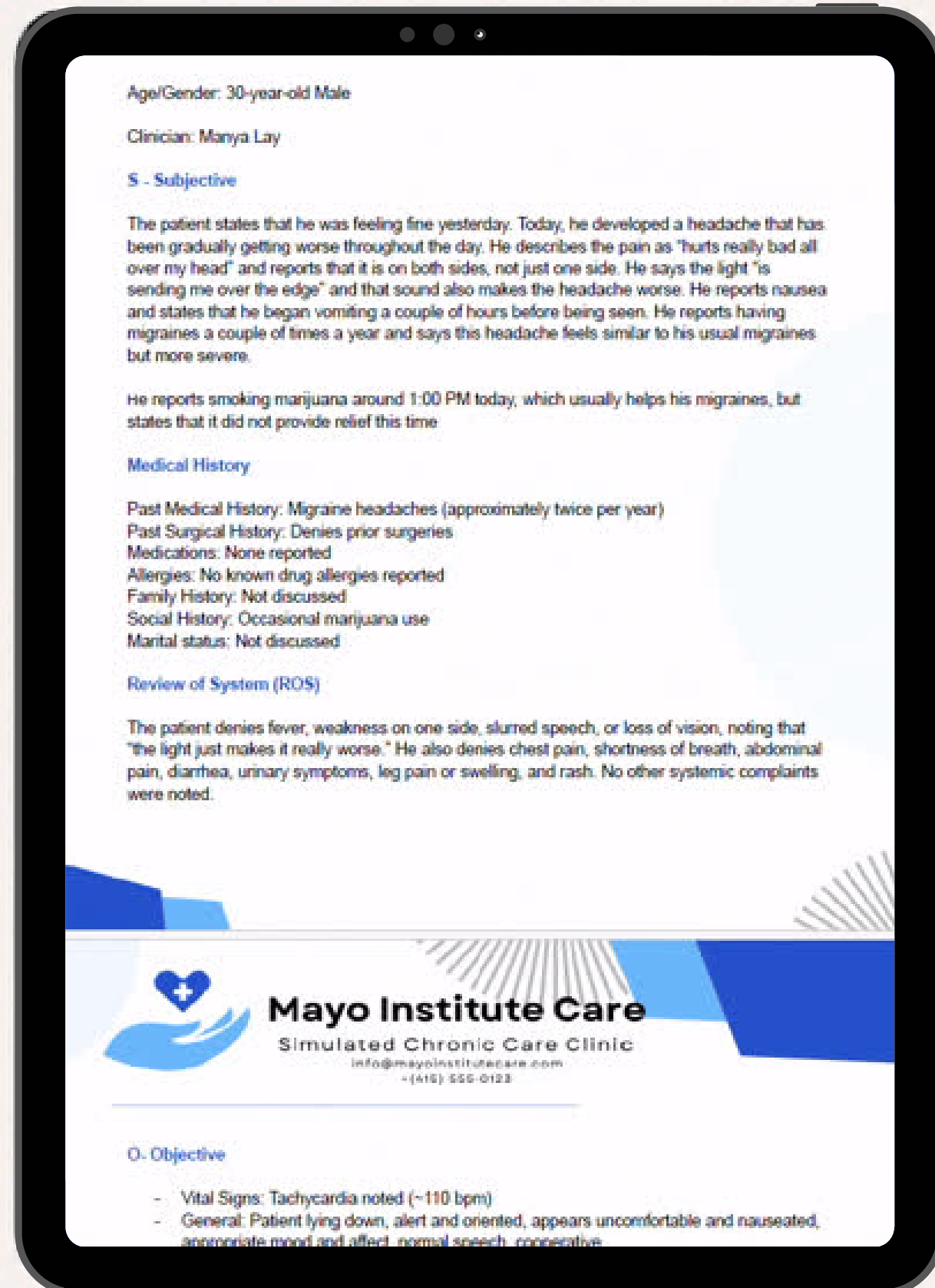
Click to watch video

A screenshot of the covermymeds web portal. The browser address bar shows "portal.covermymeds.com/requests/current/1". The page has a dark blue sidebar with "REQUESTS" and "ACCOUNT" buttons. The main content area has a "covermymeds" logo and a "New Request" button. Below it is an "Enter Key" button with instructions: "To access a current request for your patient, enter the Key provided on the notification that you received." To the right, there are tabs for "CURRENT" (1 requests), "SENT TO PLAN", and "SEARCH". A "Filters" button is next to "Date Created: Last 7 days" and a "Sort" button. A list item shows a patient's DOB, a key, and the medication "Jardiance 10MG tablets". Below this, it says "Status: New | Created: March 10th, 2026" and provides links for "Open", "Mark As Sent To Plan", and "Archive". At the bottom, there is a "Show 5" dropdown, "Page 1 OF 1", and buttons for "FAQ?" and "Chat With Support".

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Manya Lay, M.D.

# Medical Administrative Support



## Medical Documentation

SOAP Notes, DAP Notes, Referral Notes, Discharge Summaries.

[Click to View Sample Work](#)



## Medical Coding Support

For ICD-10 and CPT codes.

[Click to View Sample Work](#)



## Medical Billing and Insurance Verification Support

- Superbill
- Insurance Data to support billing workflow
- CMS-1500

[Click to View Sample Work](#)

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# Medical Administrative Support



## Patient Communication Protocols

Sample Telehealth patient journey narrative

[Click to View Sample Work](#)



## Medical Scribing

Sample

[Click to View Sample Work](#)



## Laboratory Requisition Support

Sample

[Click to View Sample Work](#)

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# Recommendations



## **dr. Poppy Dumalang, Sp.A**

*Former Senior Doctor – RSUD Bitung Hospital*

Dr. Manya is highly professional, analytical, and decisive, with clear communication and strong execution. She would be a valuable asset to any organization.



## **dr. Aisa Tios**

*CEO Holy Sinta Foundation*

A principled doctor. Overall, she is able to conduct her duties and communicate with her peers, subordinates, and the project/site management with few hiccups.



## **dr. Hengky Prahowo Sp.OK**

*Occupational Specialist – Prodia OHI*

Doctor Manya has experience of working in our company. She can work in any assigned area and adjust to the situation quite well, and performed the task in a good term. I believe after many years, she must have honed her skill even more. Good communication as well.

Let's connect and discuss  
how I can support your clinic!



## Contact:

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in [Manya Lay](#)

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# Thank YOU