

# Data Integrity Analyst

## ROBERT SMITH

Phone: (123) 456 78 99  
Email: [info@qwikresume.com](mailto:info@qwikresume.com)  
Website: [www.qwikresume.com](http://www.qwikresume.com)  
LinkedIn:  
[linkedin.com/qwikresume](http://linkedin.com/qwikresume)  
Address: 1737 Marshville Road,  
Alabama.

### Objective

Over 9 years of health information administration, HIM training/instruction, and hospital-related experience. Proven skills in analytical and critical thinking; policy, procedure, and process creation; working effectively with staff at all levels; maintaining records; preparing reports and presentations; multitasking; interpreting data.

### Skills

Google Earth, GIS, Data Analysis, Detail-Oriented, Deadline-Driven.

### Work Experience

#### Data Integrity Analyst

**ABC Corporation** - September 2013 - August 2015

- Maintained Master Patient Index (MPI) for the 3-hospital system.
- Worked with Patient Access, Scheduling, and PFS to resolve admissions and billing issues complicated by compromised and duplicate medical record numbers (MRNs).
- Research electronic charts in Solera and patient demographics in Allscripts to confirm duplicate MRNs and identify compromised MRIs.
- Analyzed the audit trails.
- Prepared documentation for compromised MRN cases.
- Documented causes of duplicate MRIs.
- Track causes of duplicate MRNs in the Access database.

#### Data Integrity Analyst

**Delta Corporation** - 2009 - 2013

- Java Development Program analyst; QA analyst; extensive SQL analysis; domain logic development; new functionality research and development; debugging;.
- Maintain the data integrity of an Excel-based master inventory land record database Review for accuracy Right of Way Agreements, Valve Site .
- Responsibilities/Achievements Audited outside processors Established inventory ordering procedures Oversaw annual physical inventories Ensured .
- Answer Phones, e-mails, faxes and pages Data Entry and creation of CIS user accounts Analyze patient confidential data and patient reports Work .
- Internet Intelligence) Data Analysis of Online Ad Tracking System Data Quality Assurance using internal company tools and Excel Data Retrieval using .
- Responsible for importing accounts and notes from raw data files.
- Exporting accounts and notes to excel format Preparing monthly performance reports for 18 clients AS400 system administrator functions Writing and .

### Education

BS in HIM Health Information Management - (Medical College of Georgia (now Augusta State University) - Augusta, GA)