

HENRY WALKER

Asst. Director Of Medical Records

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PROFESSIONAL SUMMARY

Detail-oriented Medical Records Director with over 10 years of experience in managing health information systems and ensuring compliance with regulations. Proven track record in optimizing record-keeping processes, enhancing data accuracy, and leading teams to improve patient care through effective information management.

WORK EXPERIENCE

Asst. Director Of Medical Records Apr / 2024-Ongoing
Maple Leaf Consulting Toronto, ON

- 1. Oversaw daily operations of the Medical Records Department, ensuring efficient workflow.
- 2. Conducted audits of medical records, resulting in improved compliance with JCAHO standards.
- 3. Developed relationships with medical staff to enhance record completion rates.
- 4. Prepared and presented statistical reports for administrative and board meetings.
- 5. Ensured adherence to state and federal regulations regarding patient confidentiality.
- 6. Managed claims documentation and system entries for accuracy.
- 7. Coordinated medical coding and billing processes for various healthcare facilities.

Director Of Medical Records Apr / 2023-Apr / 2024
Silver Lake Enterprises Seattle, WA

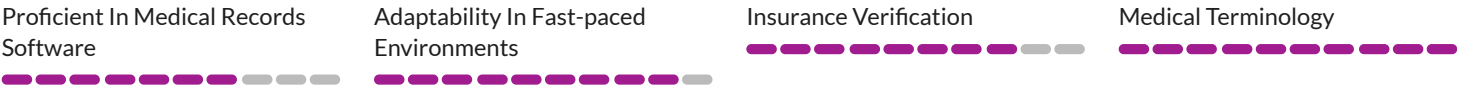
- 1. Managed medical records for a 100-bed rehabilitation hospital, ensuring accuracy and compliance.
- 2. Conducted daily coding of diagnoses using ICD-9 and CPT codes.
- 3. Maintained security and confidentiality of health information and medical records.
- 4. Participated in interdisciplinary meetings to provide insights on record management.
- 5. Conducted concurrent audits to ensure data integrity and quality.
- 6. Trained new staff on medical records processes and compliance standards.

EDUCATION

Bachelor of Science in Health Information Management Apr / 2022-Apr / 2023
University of Health Sciences Chicago, IL

Focused on health information systems, coding, and patient data management.

SKILLS



ACHIEVEMENTS

- ★ Streamlined medical record processes, reducing retrieval time by 30%.
- ★ Implemented a new electronic record system that improved data accuracy by 25%.
- ★ Achieved 100% compliance during audits for patient confidentiality and record management.