Documentation Analyst

ROBERT SMITH

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Objective

Seeks to obtain a full-time position with an established company, where skills and attributes will be an asset to the day to day functions of the organization, while also challenging, developing new skills, and seeking advancement opportunities within the company.

Skills

SQL, HIPAA Administration, Customer Service, Inventory Management, Health Benefits Administration.

Work Experience

Documentation Analyst

ABC Corporation - June 1988 – September 1996

- Tested of all manufacturing lots of documentation, approval, and release of lots.
- Reviewed and approve manufacturing and packaging batch records for the next stage or final disposition.
- Conducted training related to LIMS for all laboratory users (Lab manager, Peak Pro, IDAS/LIL, and custom programs).
- Performed LIMS system troubleshooting.
- Entered all specifications pertaining to analytical methods.
- Maintained up to date the LIMS database related to current and new products.
- Developed and validate all calculations procedures.

Documentation Analyst

Delta Corporation - 1986 – 1988

- Developed disaster recovery and business continuity documentation for IT and business units including IT engineering, Security, and Audit.
- Gathered, documented, and managed functional documentation requirements specifications Developed business process and work flow diagrams using MS .
- Review patient care reports, determine medical necessity, identify and code billable services and ensure proper documentation standards are met.
- Register patients Enter charges into patient accounts Import/scan any accompanying documentation Request authorization from insurance providers when .
- Drafted and reviewed structured Interest Rate Swap confirmations in line with 2006 ISDA Definitions Ensured confirmations were produced accurately .
- Verified the accuracy of contracts that were submitted by dealerships Entered loan information into system while making sure all numbers and .
- Develop, set-up, and provide maintenance, language review, write specifications, develop business rules, identify variables, map to database sources, .

Education

HS - August 1984(Colegio Universitario de Humacao - Humacao, PR, US)