

ROBERT SMITH

Asst. Health Information Management Clerk

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Creative, team player, maintain positive attitude, conscientious self-starter, able to prioritize and strategize effectively to accomplish multiple tasks and stay calm under pressure.

OCTOBER 2014 - 2020

ASST. HEALTH INFORMATION MANAGEMENT CLERK - SAGE MEMORIAL HOSPITAL

- Appropriately and accurately pulls records for patient care, quality review, and audits in a timely manner.
- Observes confidentiality and safeguards all patient related information.
- Responsible for coordinating the release of medical information to insurance companies, lawyers, state, and federal agencies.
- Responsible for processing of subpoenas and court orders, at the direction of the HIMs director.
- Verify authorizations in accordance with hospital policy and procedures and state and federal law.
- Ensures that all requests for records are stamped with date received and logged in the correspondence log book.
- Retrieve files from doctors deficiency area as well as perm filing.

2010 - 2014

HEALTH INFORMATION MANAGEMENT CLERK - DELTA CORPORATION

- File Charts and loose paper in correct patient charts using alpha filing system
- Scan Emergency Room charts thru Medio actually scanning system Answer .
- HIPAA compliant, collect and scan incoming records, scan record requests, collect and scan past and current patient paper charts into our EMR system (.)
- Skills Used I am a hard worker and a fast learner.
- Asked for this job when it became available and I have made it my own and make sure that things get completed correctly.
- Participated in the redesign project for Secor Medical records to develop a new workflow to identify barriers to help reduce downtime and improve .
- Helped facilitate the move of Secor Medical Records to its new Facility, advised how the new facility should be set up to help with the transition of .
- Represented the HIM department in standardizing filing folders into Allscripts Supervised moving company personnel in the delivery of medical records .

EDUCATION

Associate of Health Occupation Option - (Dine College)

SKILLS

Microsoft Office, Problem Solving, Management.