

Robert Smith

Health Information Management Clerk

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SUMMARY

Seeking to transition within the healthcare field and perform duties in Healthcare Management with the potential for career advancement and to utilize skills to advance your company's future successes.

SKILLS

Cpr First Aid Certified, Transcription, Microsoft Word.

WORK EXPERIENCE

Health Information Management Clerk

Union General Hospital - November 2012 - 2020

- Makes sure that all medical documents are scanned and available on computer in the appropriate patient files.
- Releases patient records to Doctors, Hospitals, Clinics, Patients, etc.
- Provides administrative support to boss and other hospital employees.
- Creates/revises hospital forms using MS Word and Excel.
- Answers phones, assist physicians, make copies, assist health insurance companies for billing purposes, and other duties assigned.
- Ensures that physician orders (telephone and verbal) and other records requiring signatures are received and filed within the required time frame.
- Reviews charts of discharged patients for the deficient information and ensure compliance for correction of deficient documentation.

Health Information Management Clerk

Delta Corporation - 2011 - 2012

- Maintain patient health information with confidentiality Make/manage medical charts on computer system Release requested medical records to outside .
- computer, fax machine, printer, scanner).
- Answer the telephone, assist customers and physicians entering the department, analyze charts, pull and send records to units, maintain and file .
- Receive, process, and file patient information.
- Skills Used different types of computer software.
- Facilitated medical release of information requests and processed patient medical data.
- Independently created and processed patient medical records; converted paper diagnostic data into an Electronic Medical Record.

EDUCATION

AAS in Accounting - (North Georgia Technical College - Blairsville, GA)