



BENJAMIN LEE

Health Information Specialist

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📍 Los Angeles

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PROFESSIONAL SUMMARY

Dedicated Health Information Specialist with expertise in coding, data management, and health informatics. Skilled in utilizing EHR systems to streamline processes and improve patient care. Strong analytical abilities to assess data integrity and compliance with HIPAA regulations. Proven track record of collaborating with healthcare teams to enhance operational efficiency and support quality patient outcomes.

WORK EXPERIENCE

Health Information Specialist

📅 Feb / 2021-Ongoing

Blue Sky Innovations

📍 Chicago, IL

1. Over seven years of experience in health information management, specializing in electronic health records and compliance.
2. Ensured the quality of medical records by verifying completeness, accuracy, and adherence to confidentiality standards.
3. Acted as the primary point of contact for inquiries related to insurance and billing processes.
4. Demonstrated exceptional customer service skills through one-on-one patient interactions and communications.
5. Performed month-end reconciliations to ensure financial accuracy and compliance with accounting standards.
6. Managed patient and insurance data uploads into the health information system, optimizing record accuracy.
7. Provided technical support for health information systems, resolving errors and updating necessary documentation.

Health Information Specialist

📅 Feb / 2018-Feb / 2021

Silver Lake Enterprises

📍 Seattle, WA

1. Coordinated home health visits, ensuring seamless communication between patients and nursing staff.
2. Documented progress notes and maintained organized patient files for continuity of care.
3. Participated in home visits to enhance understanding of patient needs and care requirements.
4. Adapted to a fast-paced work environment while maintaining compliance with HIPAA regulations.
5. Emphasized accuracy and thoroughness in all documentation to support patient health outcomes.
6. Facilitated ongoing communication among team members to ensure cohesive patient care.

EDUCATION

Bachelor of Science in Health Information Management

📅 Feb / 2015 - Feb / 2018

University of Health Sciences

📍 Seattle, WA

Focused on health information systems, data management, and regulatory compliance.

SKILLS

Customer Service



Technical Writing



Communication Skills



Problem Solving



Team Collaboration



INTERESTS

🤿 Scuba Diving

🎮 E-sports

📖 Reading Fiction

🧩 Puzzle Solving

STRENGTHS

👛 Stewardship

👥 Teamwork

🔗 Tenacity

👁 Vision

LANGUAGES



English



French



Dutch

ACHIEVEMENTS

🌟 Streamlined medical record processes, reducing retrieval time by 30%.

🌟 Achieved 98% accuracy in patient data entry, enhancing compliance with HIPAA regulations.

🌟 Led a project that improved EHR system efficiency, resulting in a 25% reduction in processing errors.