Health Information Technician I

ROBERT SMITH

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Objective

Mature, Certified Medical Assistant seeking front office position. Punctual, thorough and diligent with excellent organizational skills. Seeking full time position to provide medical administrative support functions.

Skills

Microsoft Office, Coding, Medical Records.

Work Experience

Health Information Technician I

ABC Corporation - October 2013 – June 2015

- Coding new patients and updating long term patients diagnosis.
- Review records for completeness, accuracy and compliance with regulations.
- Compile and maintain patients medical records to document condition and treatment and to provide data for research or cost control and care improvement efforts.
- Prepare appropriate formatting to datasets as requested.
- Consult classification manuals to locate information about disease processes.
- Resolve or clarify codes and diagnoses with conflicting, missing, or unclear information by consulting with doctors or others or by participating in the coding teams regular meetings.
- Prepare statistical reports, narrative reports and graphic presentations of information such as tumor registry data for use by hospital staff, researchers, or other users.

Health Information Technician

ABC Corporation - 2009 – 2013

- Collect Medical Records and dictations to review all documents to ensure correct data was completed according to regulations and guidelines.
- File all records or pull records by request of patient, doctor, or expired patient.
- Also pull all delinquent records for providers to update or correct missing data.
- Fax all expired patients certificates to the proper county clerks office.
- Copy all records on request by patient, lawyers, providers, etc.
- This was a great place to see how the medical system worked and really have a good hand on at how important everyones role is in the medical field.
- Skills Used Computer skills, clerical skills (answering phones, filing, typing, purchasing office supplies, mailing information, etc.).

Education

Bachelor's in Health Informatics - August 2015(Western Governors University - Salt Lake City, UT)

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