

Robert Smith

Image Review Clerk

PERSONAL STATEMENT

As a Image Review Clerk, responsible for chart retrieval from nursing units and Emergency Department daily. Also responsible for chart retrieval from other clinical areas as needed.

WORK EXPERIENCE

Image Review Clerk

Central Florida Expressway Authority - June 2015 - 2022

Responsibilities:

- Accurately identify state/province plate types for processing
- Void images utilizing correct disposition codes
- Monitored picture quality of images reviewed for potential lane problems
- Identified and processed at least 430-500 images per hour after initial training period while maintaining established accuracy standards
- Used guide for prefixes and types issued for reference.
- In the case an image needs to be voided because it is unreadable, it is necessary to maintain the contractual agreement guidelines.
- Responsible to consistently check the image quality and give feedback to their supervisor to assure optimum picture quality taken by the cameras out in the lanes.

Image Review Clerk

Delta Corporation - 2012 - 2015

Responsibilities:

- Confirms the patient name, medical record number, and account number on every page of the medical record.
- Examines non-barcoded documents, determines the appropriate document type, inserts "DIP" pages as needed, otherwise the document will be misfiled within the electronic medical record potentially compromising direct patient care.
- Identifies outside vendor barcodes and corrects applicable pages to ensure proper indexing, otherwise documents will be rejected and unavailable in the electronic medical record potentially compromising the direct patient care.
- Examines the quality of each page and stamps illegible documents with the words ("Poor Quality Original").
- Ensures that all pages are in the same order and proper orientation.
- Revises nonstandard documents i.e. tape small paper or Post-Its onto letter sized white paper.
- Repairs forms as needed, such as torn, wrinkled, folded, and dog-eared pages. Removes staples and paperclips.

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Skill in the operation of general office equipment, including calculator, copy machine, scanner, and bar code printer.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

High School Diploma/GED