

CHARLOTTE HARRIS

Medical Records Custodian

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PROFESSIONAL SUMMARY

Accomplished Medical Records Custodian with two years of experience in organizing, managing, and securing patient records while ensuring compliance with healthcare regulations. Proven ability to enhance data retrieval processes and maintain confidentiality. Enthusiastic about contributing to a healthcare organization that prioritizes accurate record management and patient care.

WORK EXPERIENCE

Medical Records Custodian Mar / 2024-Ongoing
Seaside Innovations Santa Monica, CA

- 1. Maintains and organizes comprehensive medical information to support patient care.
- 2. Attaches all relevant documents to electronic health records (EHR) for easy access.
- 3. Processes requests for medical records, ensuring timely and accurate delivery.
- 4. Safeguards the confidentiality of patient information in compliance with HIPAA regulations.
- 5. Utilizes data entry systems for efficient information retrieval and record maintenance.
- 6. Participates in meetings to discuss patient care improvements and healthcare compliance.
- 7. Assists in the training of staff on best practices for medical records management.

Medical Records Custodian Mar / 2023-Mar / 2024
Cactus Creek Solutions Phoenix, AZ

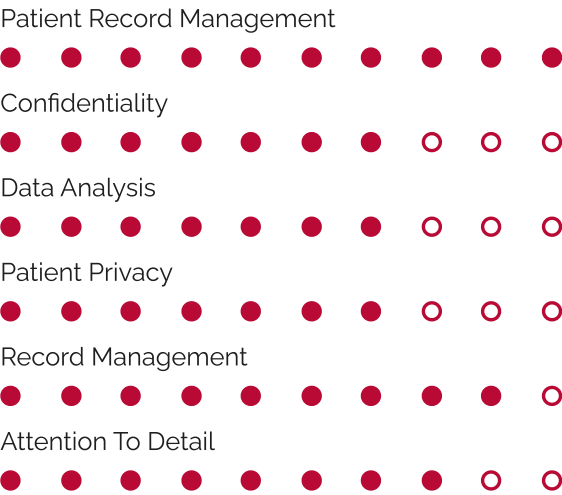
- 1. Currently serving as a ROI Specialist at St. Joseph Hospital in Lexington, Kentucky.
- 2. Employed by Healthport Inc., contracted to Kentucky One Health.
- 3. Responsible for processing medical release requests, including subpoenas and disability claims.
- 4. Files and retrieves patient information efficiently for physician access.
- 5. Organizes and scans medical records to maintain up-to-date electronic files.
- 6. Handles incoming and outgoing mail related to medical records.

EDUCATION

Associate of Applied Science in Health Information Technology Mar / 2022 - Mar / 2023
Central Kentucky Community College Denver, CO

Focused on the management of patient health information and medical records.

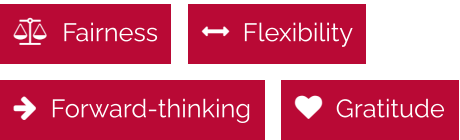
SKILLS



INTERESTS

- Gaming
- Fashion
- Film
- Technology

STRENGTHS



LANGUAGES



ACHIEVEMENTS

- Streamlined the medical records retrieval process, reducing response time by 30%.
- Successfully organized and digitized over 5,000 patient records, enhancing access and efficiency.
- Implemented a new filing system that improved record accuracy and reduced errors by 15%.