



HENRY WALKER

Records Coordinator

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PROFESSIONAL SUMMARY

Driven Records Coordinator with 2 years of experience in efficient records management and compliance adherence. Proficient in organizing, maintaining, and retrieving records to support operational goals. Demonstrated success in optimizing processes to enhance accuracy and streamline workflows. Passionate about fostering effective communication and collaboration within teams for superior service delivery.

WORK EXPERIENCE

Records Coordinator 📅 Apr / 2024-Ongoing
Pineapple Enterprises 📍 Santa Monica, CA

- 1. Ensured accurate completion of records storage forms to facilitate efficient retrieval.
- 2. Coordinated with logistics for inbound and outbound records shipments, ensuring timely deliveries.
- 3. Managed the pick-up and delivery logistics for records transferred to offsite storage.
- 4. Oversaw the submission of records transmittal forms, maintaining departmental copies for compliance.
- 5. Maintained a comprehensive database of records sent offsite, ensuring accurate tracking.
- 6. Collaborated with the records manager and vendors to address storage needs for large projects.
- 7. Monitored workflow and case volume to optimize record management processes.

Records Coordinator 📅 Apr / 2023-Apr / 2024
Crescent Moon Design 📍 Portland, OR

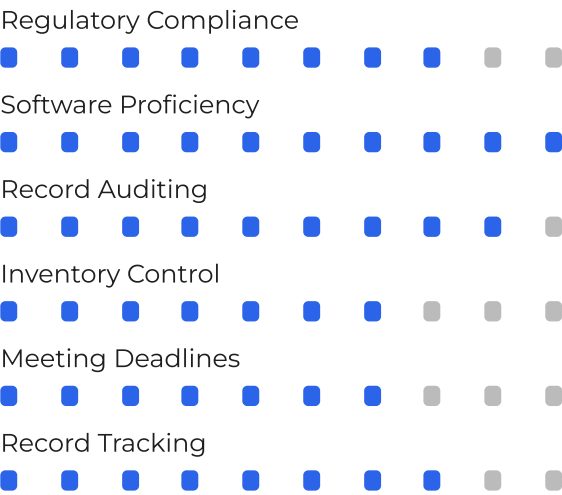
- 1. Responsible for scanning and uploading medical records to the EMR O2 system.
- 2. Prepared and organized charts for surgical and clinic appointments, ensuring readiness.
- 3. Maintained the department's website and social media presence for effective communication.
- 4. Developed a file tracking database for efficient chart location and status updates.
- 5. Processed all medical record requests in compliance with HIPAA guidelines.
- 6. Ensured full compliance with HIM, ROI, and HIPAA regulations in records management.

EDUCATION

Associate of Applied Science in Records Management 📅 Apr / 2022 - Apr / 2023
Central Community College 📍 Santa Monica, CA

Focused on records organization, compliance, and data management.

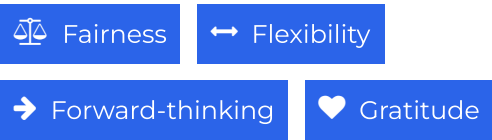
SKILLS



INTERESTS

- 🎮 Gaming
- 👜 Fashion
- 🎬 Film
- 💻 Technology

STRENGTHS



LANGUAGES



ACHIEVEMENTS

- ★ Successfully reduced document retrieval time by 30% through streamlined processes.
- ★ Maintained a 100% compliance rate with regulatory standards in records management.
- ★ Developed a tracking system that improved the accuracy of records by 25%.