



HARPER LEWIS

Roi Specialist

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PROFESSIONAL SUMMARY

Accomplished ROI Specialist with 7 years of experience in optimizing information release processes within healthcare settings. Expertise in ensuring compliance with HIPAA regulations while enhancing data integrity and operational workflows. Dedicated to utilizing analytical skills to drive efficiency and foster stakeholder collaboration for improved healthcare outcomes.

WORK EXPERIENCE

Roi Specialist

📅 May / 2021-Ongoing

Maple Leaf Consulting

📍 Toronto, ON

1. Efficiently processed requests for the release of information, ensuring compliance with healthcare regulations and internal policies.
2. Verified requestor identity and authorization, safeguarding patient privacy in alignment with HIPAA guidelines.
3. Produced and delivered medical records using various methods, including electronic and physical formats, within established Service Level Agreements.
4. Monitored and tracked the status of requests through a dedicated information system, ensuring accurate data entry and reporting.
5. Conducted quality checks on data reproduction and entry, upholding high standards of accuracy and confidentiality.
6. Maintained compliance with federal and state laws regarding medical record management.
7. Generated correspondence for request statuses, including prepayment notices and invoices, to facilitate transparent communication with requestors.

Roi Specialist

📅 May / 2018-May / 2021

Crescent Moon Design

📍 Portland, OR

1. Reviewed and validated Release of Information requests against applicable state and federal statutes to ensure compliance.
2. Assessed the specific records being requested to streamline the retrieval process.
3. Provided certified copies of medical records as per requests, maintaining integrity and accuracy.
4. Executed clerical tasks, including faxing and confirming personal health records, ensuring all information was authorized and accurate.
5. Evaluated each ROI request for HIPAA compliance, documenting all interactions and processing requests efficiently.
6. Handled urgent medical record requests promptly, supporting healthcare providers' operational needs.

SKILLS

Information Management



Customer Insights



Financial Forecasting



Scenario Planning



Value Proposition



Operational Efficiency



INTERESTS

🎮 Gaming

👜 Fashion

🎬 Film

💻 Technology

STRENGTHS



Fairness



Flexibility

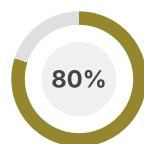


Forward-thinking

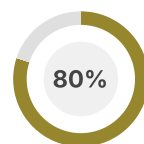


Gratitude

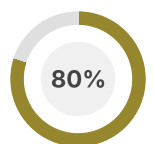
LANGUAGES



English



Russian



Mandarin

ACHIEVEMENTS

- ★ Streamlined the medical records retrieval process, reducing request fulfillment time by 30%.
- ★ Achieved a 100% compliance rate with HIPAA regulations during audits.
- ★ Enhanced data accuracy by implementing a new verification system for record requests.