

HARPER LEWIS

ROI Specialist

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PROFESSIONAL SUMMARY

Results-oriented ROI Specialist with 2 years of experience in optimizing medical record management and ensuring compliance with HIPAA regulations. Adept at enhancing data accuracy, streamlining information requests, and collaborating effectively with stakeholders. Dedicated to leveraging analytical skills to improve operational workflows and support healthcare efficiency.

WORK EXPERIENCE

ROI Specialist May / 2024-Ongoing
Blue Sky Innovations Chicago, IL

- 1. Analyze investment performance to maximize returns and minimize risks.
- 2. Managed voicemail inquiries related to ROI processes.
- 3. Processed walk-in requests for medical records efficiently.
- 4. Coordinated the handling of medical record requests to ensure timely processing.
- 5. Organized medical records from offsite storage for scanning and processing.
- 6. Scheduled pickups for returning medical records to offsite facilities.
- 7. Collaborated with internal and external customers to meet health information management needs related to the release of PHI.

Roi Specialist May / 2023-May / 2024
Summit Peak Industries Denver, CO

- 1. Worked closely with internal/external customers to fulfill health information management needs regarding the release of PHI.
- 2. Instructed customers on proper methods for requesting records.
- 3. Reviewed requests for appropriateness and validated authorizations.
- 4. Electronically logged ROI requests into EPIC, meeting departmental timeliness standards.
- 5. Researched missing medical data and followed up according to departmental procedures.

EDUCATION

Bachelor of Science in Health Information Management May / 2022 - May / 2023
University of Phoenix Phoenix, AZ

Focused on healthcare data management and compliance with regulations.

SKILLS



INTERESTS

- Home Brewing
- Wildlife Conservation
- Running
- Public Speaking

STRENGTHS



LANGUAGES



ACHIEVEMENTS

- Improved data retrieval efficiency by 25% through streamlined processes.
- Successfully managed over 500 medical record requests monthly, ensuring compliance with HIPAA.