
Health Information Specialist Resume

Job Objective

Seeking position as a Health Information Specialist in which my abilities as a specialist can be utilized to the fullest.

Highlights of Qualifications:

- Remarkable experience in healthcare and office setting
 - Huge knowledge of Experience with Terminal Digit Filing
 - Deep knowledge of federal and state regulations
 - Familiarity with medical terminology
 - Amazing ability to make decisions in emergency situations
 - Ability to read, comprehend, and respond to written instructions
 - Outstanding ability to manage instructions
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Professional Experience:

Health Information Specialist
Kaiser Permanente, Saint Marys, GA
May 2006 – Present

- Maintained confidentiality of health information.
- Aided telephone callers and walk-in clients.
- Acted as Health Information Clerk.
- Coordinated as representative for Custodian of Medical Records.
- Evaluated physician notes and diagnostic test results.
- Collaborated with staff members.

Health Information Specialist
Exempla West Pines, Saint Marys, GA
March 2003 – April 2006

- Assured records are received in department.
 - Formulated medical records for scanning.
 - Coordinated with physicians about incomplete medical records.
 - Aided release of information.
 - Executed varied clerical duties.
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Education:

Bachelor's Degree in Healthcare Management
Clarkson University, Potsdam, NY

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