

---

## 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
- 

### 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.
- 

### Education:

---

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

[Build your Resume Now](#)