
Health Records Clerk Resume

Job Objective

Seeking a Health Records Clerk position in a stable company where I can use my skills to benefit the company.

Work Experience:

Health Records Clerk, May 2004 – Present
Wyoming Medical Center, Cincinnati, OH

- Sequenced all medical record files to retrievable system with all materials properly labeled and arranged.
- Performed general administrative duties including answering telephones taking messages typing and other duties.
- Demonstrated respect and regard for the dignity of all patient family's, visitors and fellow employees to ensure a professional responsibility and courteous environment.
- Attended all required Safety Training programs and demonstrated responsibilities.
- Followed the UMCHP's Exposure Control Plans & Blood borne and Airborne Pathogens.
- Participated fully in all site-based performance improvement activities.

Health Records Clerk, March 2002– April 2004
Ellis Medicine, Cincinnati, OH

- Received, processed and discharged inpatient and outpatient records.
 - Greeted customers and directed them to the proper area.
 - Retrieved and located charts for studies or correspondence.
 - Reported to the data quality and front end supervisor.
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Summary of Qualifications:

- Sound Knowledge of medical records and terminology
 - Ability to handle sensitive and confidential materials
 - Ability to create graphs, charts and various other forms
 - Able to maintain manual and electronic files
 - Excellent Organizational Skills
 - Familiar with Excel, Microsoft Power Point, Microsoft access and Microsoft Word
 - Ability to work with minimum supervision
 - Exceptional ability to type 50+ wpm
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Education:

Associate Degree in Medical Office Assistant, Salt Lake Community College, Salt Lake City, UT

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