
HIM Clerk Resume

Job Objective

To obtain a HIM Clerk position and utilize my experience and skills for the successful completion of each job task.

Work Experience:

HIM Clerk, May 2004 – Present
HCA Inc., Brook Park, OH

- Coordinated with Nursing Units; Emergency Rooms and other ancillary departments to locate and check out requested charts.
- Managed to pull requested charts for reviews.
- Administered to handle walk-in, phone and faxed requests for patient medical records in a timely and courteous manner.
- Managed other outpatient record types (consulting, lab, x-ray, physical therapy, etc.) have been coded with and without typed reports depending on the provided written documentation.
- Ensured assembles and logs; and analyzed day surgery medical records in a timely manner, as needed.
- Obtained supplies from the purchasing dept.

HIM Clerk, March 2002– April 2004
Catholic Healthcare West, Brook Park, OH

- Performed weekly follow up of records signed out of department through the use of the Record Locator module.
 - Ascertained tracking untimely returns, notify appropriate individuals and updated system.
 - Ensured timely completion of Death Certificates within city regulations.
 - Managed reimbursement receipts in accordance with accounting policies; and prepared deposits and check request with accuracy and timely fashion.
 - Maintained an orderly work area; received, sorted and delivered mails to appropriate individuals.
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Summary of Qualifications:

- Ability to maintain outpatient records
 - Sound Knowledge of Medical Terminology
 - Typing speed of 50 W.P.M
 - Ability to work effectively with common office software and databases
 - Excellent verbal and written communication skills
 - Ability to file, alphabetize documents and to be detail in orientation
 - Excellent ability to perform duties such as filing, typing, faxing, answering phone
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Education:

Associate Degree in Medical Office Assistant, Owens Community College, Perrysburg, OH

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