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## HIM Specialist Resume

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### Job Objective

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To obtain a position as HIM Specialist in which my skills can help to increase the number of clients and sales for the company.

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### Highlights of Qualifications:

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- Working knowledge of health information management systems and procedures
  - Ability to answer the phone and helps customers with their needs
  - Ability to provide non-confidential information to outside requesters
  - Ability to enter and maintain information in the patient documentation system
  - Ability to check records in and out of the department
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### Professional Experience:

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HIM Specialist  
Capital Health, Hanford, CA  
May 2006 – Present

- Executed computer network administrative support.
- Administered department electronic applications.
- Aided coordinating variety of data management functions.
- Maintained system configuration and managed analysis of new system installs.
- Handled issues with system access.

HIM Specialist  
Lovelace Womens Hospita, Hanford, CA  
March 2003 – April 2006

- Managed ongoing medical record review.
  - Formulated statistical reports and records.
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### Education:

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High School Diploma  
Beacon Therapeutic School, Calument Park, IL

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