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## Information Clerk Resume

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### Job Objective

Seeking to obtain an Information Clerk position with an organization where I can utilize my clerical skills and be an asset to the employer.

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### Work Experience:

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Information Clerk, May 2004 – Present  
Blessing Health System, Irving, TX

- Responded to all requests for medical record information from various appeals.
- Coordinated with health care providers, patients, attorneys, third party payers, disability and subpoenas.
- Interacted with patients in person and by telephone, obtained appropriate authorization before release of information.
- Ensured that all release of information are in accordance with HIPAA federal and state regulations.
- Assisted customers in finding their way in and around resurrection medical center.
- Assisted disabled people to their destination by wheel chair.

Information Clerk, March 2002– April 2004  
MedCath Corporation, Irving, TX

- Directed people by map to their destination.
  - Coordinated with other departments and assisted them.
  - Ensured to relay appropriate and updated information.
  - Maintained file and retrieved medical records and health information accurately.
  - Processed and released records to patient care areas.
  - Ascertained to use appropriate medical terminology.
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### Summary of Qualifications:

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- Excellent ability to communicate clearly and effectively
  - Ability to file and maintain records and documents accurately
  - Ability to perform complex data entry tasks
  - Excellent ability to perform duties such as filing, typing and faxing
  - Typing speed of 50 W.P.M
  - Excellent verbal and written communication skills
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### Education:

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Associate Degree in Medical Office Assistant, Houston Community College, Houston, TX

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