
Medical File Clerk Resume

Job Objective

Seeking a Medical File Clerk position that offers an immediate challenge, career opportunity, and advancement.

Work Experience:

Medical File Clerk
Mount Sinai Medical Center, Marcus Hook, PA
May 2004 – Present

- Created new records and computed.
- Prepared and sent letters of requests for records to other departments.
- Handled scanning and copying documents to electronic sources as required.
- Maintained files and documents and provided access to staff per established procedures.

Medical File Clerk
MRO Corporation, Marcus Hook, PA
March 2002– April 2004

- Ensured to learn and remain current with appropriate documentation systems.
 - Managed to pull and file charts for a large medical facility.
 - Assisted the corresponding physician's office in providing requested charts.
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Summary of Qualifications:

- Vast experience in managing and organizing medical files
 - Ability to manage huge volume of medical files on a priority basis
 - Excellent knowledge of medical terminology
 - Deep understanding of medical procedures, processes and laws
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Education:

Associates degree in Accounting
Salt Lake Community College, Salt Lake City, UT

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