
Medical Record Keeper Resume

Job Objective

To obtain a Medical Record Keeper position where my years of experience and training can be used to benefit the company to help it grow and thrive.

Highlights of Qualifications:

- Extensive experience of recordkeeping and distribution of medical records and files
 - In-depth knowledge of JCAHO and government guidelines for medical record release
 - Remarkable knowledge of telephone etiquette and chart mark-off procedures
 - Proficient in operating computer and related modern office equipments
 - Ability to protect and maintain confidentiality of all medical records
 - Ability to communicate with department staff, physicians and medical personnel, in a friendly manner
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Professional Experience:

Medical Record Keeper
Rex Healthcare, Chicago, IL
August 2012 – Present

Responsibilities:

- Scheduled and coordinated all diagnostic appointments and medication delivery.
 - Received and answered all incoming calls related to medical records and information.
 - Evaluated and validated all medical documentation prior to recordkeeping.
 - Updated, maintained, retrieved, and distributed all patient-specific records, as per requests.
 - Cleaned, tidied, and organized record room and ensured its security.
 - Maintained patients' data confidentiality and adhered to all applicable regulations.
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Medical Record Keeper
Fresenius Medical Care, Chicago, IL
May 2009 – July 2012

Responsibilities:

- Handled and responded to all requests for medical records, through telephone.
 - Created, indexed, maintained, and updated all patient records and medical files, accurately.
 - Retrieved and delivered all requested medical reports and records to medical personnel.
 - Secured and preserved confidentiality of all medical records and patient data.
 - Interpreted and followed government regulations, JCAHO standards, and organization's policies.
 - Inspected all records and performed routine audits on filing sequence.
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Education:

Associate Degree in Health Information Technology
Florida Keys Community College, Key West, FL

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