
MEDICAL RECORDS ASSISTANT RESUME

Objective:

Seeking the position of Medical Records Assistant.

Summary of Skills:

- Proficient with Microsoft office programs and applications
 - Ability to multi-task and complete tasks on a timely manner
 - Ability to organize, plan and direct the medical records section
 - Ability to maintain inventory of clinical records and forms
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Work Experience:

Medical Records Assistant
Boston University, McLean, VA
August 2005 to till date

- Collected, assembled, checked and file resident charts.
- Maintained the highest level of confidentiality in accordance with regulations
- Maintained minutes of meetings and all related files
- Assists in recording all incidents and accidents
- Responded to medical records requests

Medical Records Assistant
SunBridge Healthcare, McLean, VA
May 2000 to July 2005

- Assembled and maintained clinical records.
 - Assisted with auditing and recording completed visit and time slips for billing and payroll.
 - Maintained periodic reports, as requested.
 - Maintained system for verifying return of signed orders.
 - Processed outgoing mail and performed computerized data input.
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Education:

Associate Degree in Medical Records
Northeastern University, Boston, MA

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