
Medical Records Auditor Resume

Job Objective

Experienced Medical Records Auditor seeking employment with reputable organization where my skills and training can be a positive contribution to company.

Summary of Qualifications:

- Remarkable experience in medical record audits within healthcare industry
 - In-depth knowledge of all healthcare standard code (CPT4, ICD-9, HCPCS and Revenue Codes)
 - Deep understanding of healthcare final recording procedures and standards
 - Operational knowledge of Charge Automation and EPIC EMR Systems
 - Ability to create documents utilizing database, spreadsheet and computer software and programs
 - Detail oriented with the ability to maintain adequate and proper documentation
 - Excellent communication skills both written and oral
 - Good time management skills
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Work Experience:

Medical Records Auditor, August 2005 – Present
St.Louis University, Olyphant, PA

- Performed and coordinated scheduled audits.
- Reviewed documentation to ensure accuracy of coding.
- Supervised professional auditing staff.
- Conducted exit interviews, detailing audit results.
- Prepared audit outline reports and submitted it to chairpersons.
- Prepared broad synopsis reports and submitted it to Executive Compliance Committee.

Medical Records Auditor, May 2000 – July 2005
Chandler Regional Hospital, Olyphant, PA

- Performed audits of coding and billing encounters.
 - Audited projects and ensured confidentiality.
 - Maintained all records and data logs.
 - Analyzed documents, coding and compensation and billing for medical centre.
 - Determined if billed services are consistent with medical record documentation.
 - Ensured that the billings are in accordance with the third party billing regulations and standards.
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Education:

Bachelor's Degree in Healthcare, Sweet Briar College, Sweet Briar, VA

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