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## Medical Records Clerk Resume

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### Job Objective

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To obtain a Medical Records Clerk position and utilize my experience and skills for the successful completion of each job task.

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### Work Experience:

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Medical Records Clerk  
Prison Health Services, New York, NY  
May 2004 – Present

- Gathered patient information from varied sources.
- Maintained master patient index by completing assigned portion of daily audit trail.
- Communicated and corrected problems according to established procedures.
- Initiated and computed to create and process patient care record folder.
- Ensured availability of records by processing charts into the department.

Medical Records Clerk  
JSA Medical Group, New York, NY  
March 2002– April 2004

- Informed the health care providers for availability or unavailability of the record.
  - Maintained confidentiality of patient records information.
  - Protected the hospital community by adhering to professional standards.
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### Summary of Qualifications:

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- Extensive experience in handling and maintaining huge volume of medical records
  - Ability to gather patient data from various sources
  - Thorough understanding of medical procedures and hospital policies
  - Excellent skills in organizing and updating medical records
  - Ability to pleasantly interact with patients and clients with a focus on customer satisfaction
  - Ability to build relationships with medical teams, physicians and nurses
  - Good analytical and assessing skills
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### Education:

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AAS Degree in Medical Office Assistant  
Pima Community College, Tucson, AZ

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