
Medical Records Specialist Resume

Job Objective

Seeking position as a Medical Records Specialist in which my abilities as a specialist can be utilized to the fullest

Highlights of Qualifications:

- Hands on experience in managing medical records in a long term care environment
 - Outstanding knowledge of FDA requirements
 - Thorough knowledge of medical filing systems
 - Immense ability to evaluate all clinical data effectively
 - Sound ability to perform research and retrieve information
 - Amazing skills in documenting all processes
 - Excellent skills to maintain confidentiality of information
 - Proficient in maintaining patient records
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Professional Experience:

Medical Records Specialist
Peace Health, New York, MA
May 2006 – Present

- Managed release of all patient information and assisted in retrieving medical charts if required.
- Ensured validation of all medical information requests according to procedures.
- Performed quality checks on invoices and ensured confidentiality of medical information.
- Maintained office equipments and performed troubleshoot on various issues.
- Ensured proper organization medical records and files.
- Administered work according to state laws and prepared a fee structure.
- Monitored medical records and ensured confidentiality of all patient information.

Medical Records Specialist
The Core Institute, New York, MA
March 2003 – April 2006

- Participated in various facility meetings and evaluated results prior to implementation.
 - Performed quality checks on invoices prior to release to patients.
 - Administered efficient working of various office equipments and performed troubleshoot on same.
 - Ensured confidentiality of all patient information.
 - Managed work according to HIPPA and state and federal regulations.
 - Developed and maintained various customer software applications in work.
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Education:

High School Diploma
Chino Valley High School, Chino Valley, AZ

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