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# MEDICAL RECORDS TECHNICIAN RESUME

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## Objective:

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To seek a Medical Records Technician position.

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## Summary of Skills:

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- Huge experience in nursing
  - Sound knowledge of all medical terms
  - Proficiency in pharmacy application systems
  - Ability to enter accurate information
  - Outstanding customer handling skills
  - Excellent customer service skills
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## Work Experience:

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Medical Records Technician  
Browning Hospital, Westerly, RI  
August 2005 to till date

Assisted Pharmacists in resolving prescription issues.

Corresponded with medical staff and obtained accurate patient information.

Maintained medication administration records as required.

Reviewed and updated and medical records.

Maintained inventory of supplies.

Medical Records Technician  
Cornerstone Behavioral Healthcare, Westerly, RI  
May 2000 to July 2005

Entered prescription and non-prescription orders into pharmacy computer system.

Checked and registered new entries of patients.

Obtained physician order records and documented storage list.

Reviewed and made corrections to physicians order forms.

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## Education:

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Associate Degrees In Medical Technology  
Hawaii Community College, Hilo, HI

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