
Release Of Information Specialist Resume

Job Objective

Release of Information Specialist seeking position with a well-established organization where my experience can be used for the well-being of the company.

Highlights of Qualifications:

- Huge experience with release of protected health information
 - Wide knowledge of general office, State and HIPPA Privacy Laws
 - Profound knowledge of office procedures, medical record processing, medicolegal guidelines
 - Thorough knowledge of State and Federal laws regarding release of protected health information
 - Familiarity with medical record, anatomy and physiology, disease processes and medical terminology
 - Exceptional knowledge of laws and regulations governing release of information
 - Ability to interact with a variety of customers demonstrating poise
 - Ability to organize and respond to requests
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Professional Experience:

Release of Information Specialist

ScanSTAT Technologies, Albuquerque, NM

May 2006 – Present

- Handled patient information through all caregivers, insurance companies, billing departments and patients.
- Administered information flow in compliance to the facility's established guidelines.
- Conducted quality reviews according to the quality enhancement policies and procedures..
- Collaborated with the IS department to incorporate new technologies

Release of Information Specialist

Brigham and Womens Hospital, Albuquerque, NM

March 2003 – April 2006

- Requested Notice of Taking Deposition, when necessary.
 - Communicated with attorneys and court representatives for clarification on requests.
 - Testified at Grand Jury Hearing, Court Trials and attorney offices.
 - Screened health records for any confidential information.
 - Reviewed and forwarded health information requests to appropriate areas within the institution.
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Education:

Bachelor's Degree in Healthcare Management

Merritt College, Oakland, CA

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