

# ROBERT SMITH

## Marketing/Business Associate

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### SUMMARY

To obtain a career position protecting the security of medical records to ensure that confidentiality is maintained; compiling, processing, and maintaining medical records of Hospital's patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system; processing, maintaining, compiling, and reporting patients' information for health requirements and standards.

### CORE COMPETENCIES

Microsoft, Paragon Registration.

### PROFESSIONAL EXPERIENCE

#### Marketing/Business Associate

**ABC Corporation - November 1999 – June 2005**

##### Key Deliverables:

- Process and input patient admission and discharge documents.
- Review records for completeness, accuracy, and compliance with regulations.
- Compile, transcribe and maintain patients medical records.
- Identify, compile, abstract and code patient data, using standard classification systems.
- Release information to persons and agencies according to regulations.
- Plan, develop, maintain and operate a variety of health record indexes and storage and retrieval systems to collect, classify, store and analyze information.
- Managed invoices and billing as well as scheduling appointments and providing administrative support.

#### Business Associate

**ABC Corporation - 1998 – 1999**

##### Key Deliverables:

- Primary Responsibilities Facilitated the admissions process by obtaining comprehensive insurance and demographic information.
- Professional Skills Demonstrated Office Support and Teamwork Collected, verified and maintained patients demographic, medical, and financial information in ordinance with HIPAA laws and regulations.
- Liaised frequently with clinical, financial services, and medical records staff to ensure that hospital protocols were systematically executed.
- Cross-functional Communication Advised patients and their families on information regarding hospital policies and procedures.
- Clarified and resolved any discrepancies regarding standards and best practices.
- Multitasking and Managing Projects Coordinated with medical staff in multiple departments to prioritize daily operations and pending projects.

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- Completed a New York State mandated medical terminology course..

### EDUCATION

Business Management - 1986(Borough of Manhattan Community College)

