

Amy Jenkins

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I am an organized, punctual, innovative, efficient, hard-working, and eager to learn person. I can work on my own and on a team. I am self-motivated and do my best to help others around me to feel at ease.

Experience

Sharecare Health Data Services (Formerly Bactes Imaging Solutions)

Senior Release of Information Specialist (January 2018-present)

- Validating requests for medical records in accordance with HIPAA
- Retrieving requested medical records across multiple Electronic Medical Records (EMR) systems
- Performing quality checks on all work to assure accuracy of release
- Keeping up to date on education regarding medical record laws

Release of Information Specialist Lead (January 2016-January 2018)

- Validating requests for medical records in accordance with HIPAA
- Retrieving requested medical records across multiple EMR systems and scanning physical charts
- Performing quality checks on all work to assure accuracy of release
- Keeping up to date on education regarding medical record laws
- Assigning work to others
- Providing weekly and daily status reports on completed and uncompleted work
- Customer service: phone calls, assisting patients picking up medical records, and taking payments
- Other: mailing checks to headquarters, mailing medical records, troubleshooting computer related issues, and helping employees under me to reach their goals

Release of Information Specialist (March 2013-December 2015)

- Validating requests for medical records in accordance with HIPAA
- Retrieving requested medical records across multiple EMR systems and scanning physical charts
- Performing quality checks on all work to assure accuracy of release
- Keeping up to date on education regarding medical record laws
- Assigning work to others
- Providing weekly status reports on completed and uncompleted work
- Customer service: phone calls, assisting patients picking up medical records, and taking payments
- Other duties including mailing checks to headquarters, mailing medical records, and troubleshooting computer related issues

Education

University of Minnesota – 2024

Fullstack Web Development Coding Bootcamp

Golden West College – 2009-2012

Classes in GE, dance, and business.

Skills

- Communication – I spend more time actively listening than speaking, and when I do speak it is direct and concise.
- Technology – I am quick at learning new skills and processes on a computer and usually only need to watch someone do something once before I can do it myself.
- Time management – I am aware of how long a task takes and tend to plan out my day in the most

effective and efficient way I can.

- Work ethic – I take pride in my work and always want it to be done well.
- Problem solving – I constantly look for creative ways to adapt and improve.