

Lizabeth Bjerke

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EXPERIENCE

Medical Records Specialist, Integrity

Golden Valley, MN – 2015 - Present

Summary

- Organize medical records
- Scan medical records
- Prepare and process outgoing records
- Process medical records requests

Massage Therapist, All About Me Massage and Healing Arts

Woodbury, MN — 2012- Present

Summary

- Customer service
- Cash handling
- SOAP notes
- Educating the client

Medical Records, Apple Valley Medical Center

Apple Valley, MN — 2011-2012

Summary

- Scanned paper charts to electronic charts
- Retrieved charts and documentation
- Customer service
- Clerical duties
- EMR

Data Entry/Order Confirmation, Carecentric

Bloomington, MN — 2009-2010

Summary

- Entered patient demographics/insurance information
- Confirmed orders from DME suppliers

EDUCATION

Everest Institute

Massage Therapy (720 hrs.) — Feb 2011- Nov 2011

Central Beauty School

Massage Therapy (400 hrs.) — July 2004 -Dec 2004

SKILLS

- Ability to make valid decisions
- Work effectively as a team member or independently
- Organized,dependable responsible