

Sergio A. Mojica

2040 Saunders Avenue #302

Saint Paul, MN 55116

952-303-1625

majemusico@hotmail.com

Qualifications for the position of Medical Records Clerk.

Technical and office skills:

- Experienced in scanning and filing medical records using electronic medical records software (EMR)
- Experienced in scanning and filing legal records using electronic records software Lender Processing Services, Caseaware and Vendorscape
- Highly experienced in file maintenance, prepping, distribution and tracking in office and storage environments. Includes experience with alphabetical and numerical filing of both physical and electronic files.
- Experienced in receiving and distributing faxes and other documents
- Proficient in Windows, Microsoft Office including Outlook, Word and Excel
- Skilled in data entry
- Skilled in typing/keyboarding using word processing program; includes experience creating reports in regard to file retrieval, file destruction and missing files
- Able to lift 50 lbs or more

Interpersonal skills:

- Excellent people skills
- Fluent in English and Spanish
- Extensive phone and customer service experience. Specifically, releasing health records to patients in person and over the phone while following HIPAA protocol.
- Work well in a diverse environment

Communication:

- Interacts with various departments for file and document requests in e-mail and in person

- Maintains harmonious working relationships with other employees (nurses, doctors and office staff)

Good attitude and work ethic:

- Punctual and reliable
- Easy-going and flexible personality
- Able to work with minimal supervision

Employment History:

| | |
|--|-------------|
| Temp Office Specialist I , Hennepin Cty Human Svcs & Public Health Dept | 12/14-6/15 |
| File Clerk , Peterson, Fram and Bergman | 3/11 – 3/14 |
| Temporary Records Clerk , Meagher and Geer LLP | 6/10 - 9/10 |
| Medical Records Clerk , Neurosurgical Associates, Ltd. | 1/06 – 3/09 |
| Medical Records Clerk , Minnesota Lung Center/Minnesota Sleep Institute | 3/05 – /06 |
| Medical Records Clerk , Dermatology Specialists | 8/02 – 1/05 |
| Temp Medical Records Clerk , Ranstad | 6/00 – 9/00 |
| Records Assistant , Briggs and Morgan, P.A. | 3/97 – /99 |
| Temp File Clerk , Abbott Northwestern Hospital | 9/96 – /97 |
| Technician Analyst/Fileroom Technician , Norwest Mortgage | 1/90 – 1/96 |

Education:

Certificate of Freelance Art, Center for the Media Arts, NYC
 1 year of college courses, State University of New York

Hobbies:

Painting, playing guitar.