**Jenny Her**

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**Objective**

Seeking Medical Record Clerk position with Saint Paul Radiology that will allow an individual with exceptional clerical medical records skills to benefit the company.

**Professionalism Summary**

Health information specialist with 1-year hospital setting experience delivering efficient and confidential medical record services to various departments, patients, and other organization in accordance to the HIPAA law.

**Education**

* Health Unit Coordinator Certificate, Saint Paul Community and Technical College
* **Enrollment:** Medical Coding Diploma, Health Information Technology Associate

**Courses taken**: CPT-4 Coding, Business Application 1, Billing and Reimbursement, Medical Terminology, Anatomy and Physiology

**Work Experience**

**Saint John’s Hospital, Health Information Management Specialist** (Mar/2015- Present)

* Scan, index, and file medical records into the Electronic Medical Record system.
* Maintain all medical records both in paper files and electronic in the file room.
* Release of information to patients with exceptional customer service.
* Perform administrative and clerical duties in the HIM department following company policies.
* Answer and forward incoming phone calls.

**Fraser, Health Information Management Assistant** (Nov/2014- Dec/2014)

* Focused high attention to details as they relate to medical records and providing the highest level of service to all concerned.
* Demonstrated ability on filing and indexing medical records into the software system.
* Assist on other projects in the department as needed to decrease the high level of work flow.

**Core Qualifications**

* 1-year hospital setting work experience with general clerical proficiency
* Exceptional knowledge of Medical Terminology
* Proficient experience with Epic System
* Proficient in Microsoft word, excel, and email
* Exceptional customer service
* CPT 4 Coding, HCPCS Coding, Modifiers and Surgery
* Strong management and organizational skills