

Sarah Fuder

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Professional Summary

Detail-oriented and tech-savvy Administrative Assistant with extensive experience in behavioral health administration, EHR data management, and compliance. Skilled in analyzing reports, correcting data entry errors, and supporting staff in maintaining data integrity for billing and clinical systems. Adept at training and mentoring peers, ensuring accuracy in documentation, and improving workflows through automation and process improvement. Strong foundation in HIPAA compliance and behavioral health operations, with proven ability to collaborate across clinical, IT, and administrative teams.

Education

Bachelor of Arts in Psychology – University of Wisconsin, Madison

Core Competencies

- Data Integrity & Report Validation
- Electronic Health Records (Avatar, Crystal Reports)
- Billing System Support (ProviderOne)
- Clinical & Provider Support Collaboration
- Process Automation (Power Automate, MS Forms)
- MS Office Suite (Excel, Outlook, SharePoint, Teams, PowerPoint)
- Website Management & SharePoint Administration
- HIPAA Compliance & Confidential Data Management
- Cross-Functional Collaboration & Project Management
- Staff Training & One-on-One Instruction

Professional Experience

Administrative Assistant

Great Rivers Behavioral Health Administrative Services Organization – Centralia, WA | 2024 – Present

- Maintain and validate data within Avatar EHR; generate reports, identify discrepancies, and collaborate with staff to resolve integrity issues.
- Support billing and reporting functions by compiling, formatting, and analyzing information from multiple sources.
- Manage project documentation, internal reports, and compliance records, ensuring accuracy and confidentiality in line with HIPAA standards.
- Provide one-on-one training and weekly “Tech Tip” sessions for staff, enhancing EHR usage, data entry accuracy, and digital tool adoption.
- Develop automated workflows using Power Automate and Microsoft Forms to streamline reporting, supply requests, and document tracking.
- Create and manage SharePoint permissions for secure document distribution, supporting organization-wide collaboration.
- Coordinate multi-departmental meetings and leadership sessions, prepare agendas, reports, minutes, and follow-ups.

Digital Marketing Associate

Locker Room – Remote, Bulgaria | 2023

- Collected and validated content performance data, ensuring metadata accuracy across campaigns.
- Analyzed engagement data and translated findings into actionable insights for strategy refinement.
- Increased audience engagement by 900% through targeted digital reporting and content optimization.

Registered Behavior Therapist

Northwest ABA – Tacoma, WA | 2017-2019

Wisconsin Early Autism Project – Madison, WI | 2012-2016

- Tracked clinical data and generated progress reports to support treatment planning and billing compliance.
- Collaborated with supervisors to translate behavioral data into measurable outcomes.
- Maintained strict confidentiality while supporting families and providers in healthcare settings.