

Mutsumi Cornett

Professional Summary

Analytical and detail-oriented healthcare professional with 8+ years of experience in clinical documentation, patient data management, and electronic medical records (EMR). Proven ability to ensure accuracy, organization, and compliance in fast-paced clinical environments. Strong foundation in healthcare workflows, data entry, and record validation, with working knowledge of ICD-10 terminology and billing processes. Currently completing the Google Data Analytics Certificate to expand technical skills in data visualization, Excel, and SQL, and pursuing a Bachelor's in Health Information Management at WGU (starting Feb 2026) to transition into a Clinical Data Analyst role.

Experience

North County Therapeutic Massage – Certified Massage Therapist / Owner

2022 – 2024

- Managed client records and data documentation.
- Tracked appointments, invoicing, and client trends.
- Analyzed business operations and outcomes.
- Maintained HIPAA-compliant confidential data practices.

The Briggs Institute of Epigenetic Medicine – Certified Medical Assistant

2017 – 2019

- Collected diagnostic test data (EKG, spirometry, cultures, lab results).
- Maintained patient records and electronic chart documentation.
- Reviewed clinical data for accuracy and completeness.
- Coordinated communication between departments and providers.
- Assisted with scheduling, data entry, and test result reconciliation.

Temecula Valley Family Physicians – Medical Assistant / Medical Scribe

2016 – 2017

- Documented EMR encounters for multiple providers.
- Entered patient vitals, diagnostic data, and progress notes.
- Verified data accuracy and maintained HIPAA compliance.
- Assisted physicians with workflow optimization and reporting.

California Veterinary Specialists – Emergency/Critical Care Assistant

2015 – 2016

- Entered real-time data for emergency treatments and patient monitoring.
- Documented medication, diagnostic, and lab data accurately.
- Assisted in triage and maintained patient status logs.

Petco – Veterinary Assistant

2014 – 2015

- Managed patient intake, vitals, and medical records.
- Maintained inventory and medical data entry.
- Assisted veterinarians with treatment documentation.

Naval Hospital – Pharmacy Technician Intern

2013

- Verified prescription data for accuracy.
 - Managed inventory database and medication tracking.
 - Supported reporting and compliance with pharmacy data standards.
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Education

- **Western Governors University (WGU)** – Bachelor's in Health Information Management
– Starting Feb 2026
 - Healing Hands School of Holistic Health & Massage – 2020
 - Medical Assistant & Scribe Training Program – 2016
 - A.S. in Veterinary Technology, Penn Foster College – 2014–2016
 - Pharmacy Technician Program, Career Step – 2013
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Certifications

- Google Data Analytics Certificate – 2025
 - Certified Massage Therapist – Active
 - Medical Assistant, Veterinary Assistant, Pharmacy Technician – Training Verified
(Expired)
 - CompTIA A+, BLS, HIPAA, OSHA
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Projects

ED Utilization Case Study – 2025

- Conducted exploratory analysis of emergency department utilization using R and SQL.

- Identified key drivers of patient length-of-stay and resource bottlenecks.
 - Delivered actionable recommendations for staffing and operational improvements.
 - Link to project repository: GitHub Case Study
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Technical Skills

- **Programming / Analysis:** SQL, R
- **Data Tools:** Excel, Google Sheets, Data Cleaning, Validation, Reporting, Visualization
- **Healthcare Systems:** EMR/EHR (Epic, eClinicalWorks, or similar), ICD-10 terminology
- **Other Skills:** Workflow Optimization, Quality Assurance, Compliance Auditing, Medical Terminology, Anatomy, Bilingual – Japanese & English