



# Elizabeth Thomas

## Objective:

Dedicated and detail-oriented Clinic Information System Specialist with over 12 years of experience in Healthcare Sector seeking to leverage my expertise in Data Management and Analysis to improve patient care and outcomes.

## Highlight of Qualifications

- ❖ Proficient in EHR software
- ❖ Strong analytical and problem-solving abilities
- ❖ Excellent communication and training skills
- ❖ Knowledge of healthcare regulations (HIPAA, PIPEDA)
- ❖ Data analysis and interpretation

## Technical Skills

- ❖ Java, HTML, CSS, SQL Server
- ❖ Practical knowledge of SQL and database concepts
- ❖ Data visualization and communication
- ❖ Statistical analysis and data mining
- ❖ Agile frameworks


## Experience

Office Manager Nov 2019-Present  
Bloor Jane Physiotherapy & Active Rehab

- ✓ Implement and manage electronic health record (EHR) systems, ensuring compliance with legal and regulatory standards.
- ✓ Train healthcare staff on new technologies, resulting in a 30% increase in efficiency.
- ✓ Analyze clinical data to identify trends and improve patient care delivery.
- ✓ Collaborate with IT and clinical teams to optimize EHR functionality and usability.

Clinic Administrator Nov 2008 to Nov 2019  
Newlife Physiotherapy, Toronto, ON

- ✓ Managed the accurate and secure processing of patient health information.
- ✓ Conducted regular audits to ensure the integrity of health records.
- ✓ Assisted in the transition from paper-based to electronic records, reducing retrieval time by 40%.

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## Education

Computer Programming  
and Analysis  
George Brown College,  
Toronto, ON