
NEQUIDRA DIXON



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469-684-8269

OBJECTIVE

HIM Tech with relevant work experience, seeking to work for a reputed health care organization.

SKILLS

Epic, Microsoft Word, Excel,
Detail-oriented, Quality
assurance, Excellent
communication skills
Ability to effectively process
medical records requests
legally via HIPPA Compliance
policies.

EXPERIENCE

HEALTH INFORMATION TECHNICIAN II TEXAS SCOTTISH RITE HOSPITAL- DALLAS, TX

09/2013-02/2017

Epic Proficient, Verify recipient's access to patient records via HIPPA compliance policies.

Advanced maintenance of digital and hard copy medical records. Identify, verify, and update patient records via verifier module (Manual indexing) to provide accurate patient encounter and documents.

Inspect patient records to insure scanned documents are processed into EDM with a high level of quality. Transferred hard copy records to digital format.

HEALTH INFORMATION TECHNICIAN II FOREST PARK MEDICAL CENTER-DALLAS, TX

09/2009-03/2013

Release of information to patients, physicians, attorneys, and various billing purposes including but not limited to workers compensation.

Accountable for various functions and special projects within HIM department. Scan, prep, and indexing for inpatient/outpatient/and emergency department.

Processed day surgery records to EMR. Performed quality control audits and verified patient demographic information.

Maintained workflow que, check in records, phone coverage and chart transcription. Distributed and processed departmental mail.

Provided backup coverage for admissions department PRN



**HIM ASSOCIATE/PHNS HUNTER MEDICAL
DALLAS, TX**

03/2007-09/2009

Provided customer service and departmental phone coverage.
Assisted HIM field associates in processing payments.

Process medical and billing records requests for attorneys

Schedule office meetings, Mail clerk, filing, faxing, and scan
correspondence.

EDUCATION

**A MACEO SMITH HIGH SCHOOL/ H.S. DIPLOMA
DALLAS, TX**

1987-1992

**NORTH TEXAS PROFESSIONAL CAREER INSTITUTE
DALLAS, TX**

02/2004

REFERENCES AVAILABLE UPON REQUEST

