Rudy Crespo

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Experience

MEDICAL RECORDS TECHNICIAN | ALTEGRA HEALTH | MARCH 2013 – AUGUST 2013

· Travelled to healthcare provider offices in New York to peruse electronic and paper-based medical records and identify documents to be retrieved, scanned, and indexed.
· Uploaded all scanned/retrieved medical records and applicable forms via telecommuting to company server.
· Developed positive professional relationships with healthcare provider offices.
· Maintained HIPAA policies and procedures.

CLERICAL ASSISTANT (VOLUNTEER) | NEW YORK PRESBYTERIAN HOSPITAL/COLUMBIA UNIVERSITY MEDICAL CENTER – COMPREHENSIVE HIV PROGRAM & PATIENT TRANSPORT SERVICES | FEBRUARY 2013 – MARCH 2013

· Created list of paper-based medical records in Women and Children Care Center that needed to be scanned into electronic medical record database for a study.
· Scanned Adult Primary Care's paper-based medical records into Eclypsis.
· Answered calls in Adult Primary Care.
· Filed Patient Transport Services employees' documents.

PURCHASING AGENT & ADMINISTRATIVE ASSISTANT | PEDIATRICS 2000 | MAY 2012 – NOVEMBER 2012

· Purchased and ordered items for new urban art gallery/pediatric care facility as per interior designer's required items booklets.
· Communicated with vendors via phone and e-mail.
· Catalogued items' vendors, prices, product numbers, colors, quantities, order dates, shipping dates, and order statuses on Microsoft Excel spreadsheet.
· Composed inventory distribution document using architect's floor plan.
· Wrote correspondence for office manager and President of Pediatrics 2000.
· Worked at construction site receiving mail, packages and visitors, and helping place items in correct rooms.

OFFICE CLERK | PEDIATRICS 2000 | JUNE 2004 – AUGUST 2008

· Entered claims and EOBs into Medisoft.
· Filed invoices and paper-based medical records.
· Helped bookkeeper locate needed carbon copy checks in check binders.

Skills

· Native speaker of Spanish.
· Proficient in Microsoft Office programs, Adobe Acrobat, and HTML/CSS.
· Typing – 78 wpm.

Education

· General Assemb.ly | Web Development Immersive | Anticipated Graduation Date: November 2013
· Fordham University | B.A. in Philosophy | 2012