1. Oversaw [Number]-month project to revamp filing system, improving department productivity [Number]%.
2. Maintained accuracy, completeness and security for medical records and health information.
3. Accurately pulled patient records for upcoming appointments and procedures, typically within [Number]-hour period.
4. Managed system conversion and maintained minimal downtime during updates.
5. Researched and compiled statistical data to support cost control and care improvement initiatives.
6. Used classification manuals to gain additional knowledge of disease and diagnoses processes.
7. Utilized [Software] to manage and confirm patient data, such as insurance, demographic and medical history information.
8. Trained [Number] direct reports on department procedures and policies to maximize department effectiveness.
9. Reviewed charts and flagged incomplete or inaccurate information.
10. Identified new methods to optimize medical records management.
11. Delivered exceptional level of service to each customer by listening to concerns and answering questions.
12. Kept accurate log of all requests for medical information and records.
13. Interacted and communicated easily with department personnel and public.
14. Exceeded goals through effective task prioritization and great work ethic.
15. Communicated effectively with staff, patients and insurance companies by email and telephone.
16. Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
17. Saved $[amount] by implementing cost-saving initiatives that addressed long-standing problems.
18. Conducted research, gathered information from multiple sources and presented results.
19. Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.
20. Carried out day-day-day duties accurately and efficiently.