

NAME

Phone email

Health Information Management Professional | Data Analysis & Compliance

EDUCATION

AAS, Health Information Management, Portland Community College *Expected Completion: June 2026*
Registered Health Information Technician (RHIT) – AHIMA Expected: July 2026

HIM Program Course Projects:

MPI Duplication Analysis

- Reviewed recent registrations for potential duplicate records, categorized and analyzed the causes for the duplicates and made recommendations for decreasing duplicate record formation.

Chart deficiencies project

- Reviewed data in patient's chart, and used critical thinking and analytical skills to determine deficiencies

Multi-part data analysis project

- Cleaned and evaluated a microbiology report of culture and sensitivity results for various microbes and antibiotics. Used Microsoft excel to analyze and compile the data to draw meaningful conclusions
- Identified and corrected quality issues, analyzed trends, patterns, for process improvement suggestions

HIM SKILLS AND COMPETENCIES

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| • Health Data Analysis & Reporting | • Confidentiality & Risk Mitigation |
| • Healthcare statistics | • Documentation & Policy Adherence |
| • HIPAA & Security Compliance | • Microsoft Office and Excel |
| • Data Quality, Integrity & Validation | • Data Tracking, Filtering, Basic Analysis |
| • Regulatory & Accreditation Standards | • Electronic Health Records Fundamentals |
| • Medical Records Management | • EPIC |
| • Data Abstraction & Auditing | • Medical terminology |
| • ROI | • ICD-10-CM/PCS, CPT, HCPCS |
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Professional Experience

Health Information Technician – Records & Scanning, Employer, City, State Mo/Year – Present

- Managed intake, scanning, indexing, and quality review of medical records in accordance with HIM policies and retention requirements
- Ensured accuracy, completeness, and patient identification during document scanning and data entry
- Maintained strict compliance with HIPAA privacy and security standards when handling protected health information (PHI)
- Supported timely retrieval and ROI requests by maintaining organized electronic and physical records
- Collaborated with clinical and administrative staff to resolve documentation discrepancies
- Helped with merging potential duplicate records

Customer Service Specialist, Employer, City, State Mo-Year – Mo/Year

- Managed sensitive customer information with confidentiality and accuracy
- Maintained detailed electronic records while following privacy and organizational policies
- Resolved issues through data review, documentation, and escalation when needed
- Developed strong attention to detail, compliance awareness, and communication skills