

Aaliyah Thompson

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SUMMARY

Detail-oriented Health Information Technician with a strong foundation in medical coding and data management. Proven ability to streamline processes and ensure data accuracy to support healthcare operations. Eager to contribute technical skills and a commitment to excellence in an entry-level position.

EXPERIENCE

Health Information Intern

Jan 2022 - Present

HealthCare Solutions Inc., Atlanta, GA

- Assisted in coding and indexing patient records, improving data retrieval efficiency by 30%.
- Collaborated with healthcare staff to ensure accurate and complete documentation, reducing errors by 15%.
- Utilized EHR systems to maintain patient confidentiality and data security in compliance with HIPAA regulations.

Data Entry Clerk

Jun 2020 - Dec 2021

MedData Corp., Atlanta, GA

- Managed entry of over 1,000 patient records weekly with 99% accuracy.
- Streamlined data entry processes, reducing input time by 20% through implementation of new software tools.
- Provided training and support to new staff on data management systems and best practices.

Administrative Assistant

Jan 2019 - May 2020

Wellness Clinic, Atlanta, GA

- Supported the health information team by organizing patient files and documentation for over 500 patients.
- Improved appointment scheduling process, leading to a 25% increase in patient satisfaction scores.
- Assisted in maintaining compliance with facility policies and procedures.

EDUCATION

Bachelor of Science in Health Information Management

May 2018

Georgia State University, Atlanta, GA • GPA: 3.7

SKILLS

Technical Skills: Medical Coding, Data Management, HIPAA Compliance, Clinical Documentation

Tools & Frameworks: Epic Systems, Cerner, Microsoft Excel