

Amina Patel

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SUMMARY

Detail-oriented Health Information Technician with over 5 years of experience in managing patient data, ensuring compliance with healthcare regulations, and improving data quality. Proven track record of optimizing data processes to enhance operational efficiency.

EXPERIENCE

Health Information Technician

Jan 2022 - Present

HealthFirst Medical Center, Atlanta, GA

- Improved data entry accuracy by 30% through the implementation of a new electronic health record (EHR) system.
- Reduced patient record retrieval time by 40%, leading to faster patient care and satisfaction.
- Collaborated with IT department to enhance data security protocols, resulting in zero data breaches over two years.

Medical Records Clerk

Jun 2018 - Dec 2021

Green Valley Hospital, Atlanta, GA

- Maintained and organized over 10,000 patient records, achieving a 99% compliance rate with HIPAA regulations.
- Streamlined the file processing system, reducing filing time by 25% and improving overall departmental efficiency.
- Provided training for new staff on medical coding standards and EHR systems.

Health Information Intern

Jan 2017 - May 2018

City Health Services, Atlanta, GA

- Assisted in transitioning to a new EMR, which improved data retrieval speed by 20%.
- Conducted audits of patient records to ensure compliance with state regulations, improving accuracy by 15%.

EDUCATION

Bachelor of Science in Health Information Management

May 2018

Georgia State University, Atlanta, GA • GPA: 3.7

SKILLS

Technical Skills: Medical Coding (ICD-10, CPT), Electronic Health Records (EHR) Management, Data Analysis, HIPAA Compliance

Tools & Frameworks: Epic, Meditech, Microsoft Excel, SQL