




John Brown

Medical Data Entry Clerk

CONTACT

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 Miami, FL

PROFESSIONAL SUMMARY

Detail-oriented medical data entry clerk with experience in handling sensitive information. Currently ensuring accurate and timely data management at HealthFirst Medical Center.

EXPERIENCE

Medical Data Entry Specialist

HealthFirst Medical Center / Miami, FL

2022 - Now

- Enter patient information and medical records into electronic health record (EHR) systems.
- Assist in data extraction for reports and audits.
- Maintain confidentiality and adhere to HIPAA regulations.
- Review and update patient records to ensure accuracy and compliance.

Data Entry Clerk

MedInfo Solutions / Miami, FL

2021 - 2022

- Managed medical data entry tasks including patient demographics and billing information.
- Conducted regular data validation to ensure accuracy and completeness.
- Assisted with preparing reports and data summaries for medical staff.
- Addressed and resolved data discrepancies in a timely manner.

EDUCATION

Certified Medical Data Specialist

American Health Information Management Association (AHIMA), 2022

HIPAA Compliance Certification

2021

SKILLS

Knowledge of HIPAA and medical terminology



Proficiency in EHR systems (e.g., Epic, Cerner)



Strong attention to detail and accuracy



PROFESSIONAL DEVELOPMENT

Attended workshop on Advanced EHR Management
2023

Completed online course in Medical Data Analytics
2022