



# JOHN BROWN

Medical Data Entry Clerk

(555) 234-5678 

johnbrown@email.com 

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.

## EDUCATION

### Certified Medical Data Specialist

American Health Information Management Association (AHIMA) / 2022

### HIPAA Compliance Certification

2021

## SKILLS

- Knowledge of HIPAA and medical terminology Expert
- Proficiency in EHR systems (e.g., Epic, Cerner) Expert
- Strong attention to detail and accuracy Expert

## EXPERIENCE

2022 - Now

### Medical Data Entry Specialist

HealthFirst Medical Center / Miami, FL

- 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.

2021 - 2022

### Data Entry Clerk

MedInfo Solutions / Miami, FL

- 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.

## PROFESSIONAL DEVELOPMENT

Attended workshop on Advanced EHR Management  
2023

Completed online course in Medical Data Analytics  
2022