

Samantha Reed

Medical Records Technician

Contact info

(206) 555-0134

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Seattle, WA

Education

- **Associate of Applied Science in Health Information Technology**

Seattle Central College | Seattle, WA | 2024

- **Certified Electronic Health Records Specialist (CEHRS)**

2025

Skills

EHR navigation (Epic, Cerner)	<div><div style="width: 100%;"></div></div>
HIPAA knowledge	<div><div style="width: 100%;"></div></div>
ICD-10 basics	<div><div style="width: 100%;"></div></div>
Filing & scanning	<div><div style="width: 100%;"></div></div>
Document indexing	<div><div style="width: 100%;"></div></div>
Time management	<div><div style="width: 100%;"></div></div>
Team collaboration	<div><div style="width: 100%;"></div></div>
MS Word, Excel	<div><div style="width: 100%;"></div></div>

Languages

Bilingual in English and Spanish

Professional summary

Motivated and detail-focused recent graduate with strong knowledge of electronic health record systems, HIPAA compliance, and medical terminology. Eager to begin a healthcare administration career as a medical records technician and contribute to efficient patient recordkeeping in a fast-paced environment.

Experience

- Front Desk Assistant (Intern) January 2025 - May 2025

Providence Swedish Medical Group, Seattle, WA

- Greeted and checked in over 30 patients daily, verified basic information, and helped maintain updated demographic data to support administrative accuracy.
- Assisted front office team in organizing and scanning documents into Epic EHR, ensuring documents were properly indexed and filed for clinician access.
- Shadowed health records technicians to gain exposure to record lifecycle, chart audits, and regulatory compliance within a clinical environment.
- Maintained a high level of confidentiality and professionalism in every patient interaction while learning healthcare documentation standards.

- Volunteer

2024,

Health Services Office at King County Clinic