Kindall Lovaas

Medical Records Clerk

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📞 (408) 629-7442

📍 123 Maple Street,
Indianapolis, IN 46204

Education

Associate of Applied Science in Health Information Technology at Ivy Tech Community College, Indianapolis, IN

Sep 2017 - May 2022

Relevant Coursework: Medical Terminology, Health Data Management, Healthcare Coding, Electronic Health Records, Healthcare Reimbursement Systems, Health Information Law and Ethics, and Quality Management in Healthcare.

Links

linkedin.com/in/kindalllovaas

Skills

ICD-10 coding

CPT coding

HIPAA compliance

EHR management

Medical terminology

Data entry

Document scanning

Languages

English

Spanish

Profile

Dedicated Medical Records Clerk with 1 year of experience in maintaining accurate and organized patient records in compliance with industry regulations. Proficient in electronic health records management, data entry, and HIPAA requirements. Demonstrates strong communication skills, attention to detail, and commitment to patient privacy. Eager to contribute to a dynamic healthcare team and enhance overall patient care delivery.

Employment History

Medical Records Clerk at Indiana University Health, IN

Feb 2023 - Present

- Successfully managed and organized over 10,000 patient records, ensuring 100% accuracy and compliance with HIPAA regulations.
- Streamlined the medical records filing system, reducing retrieval time by 25% and significantly improving staff efficiency.
- Implemented an electronic document management system, resulting in a 30% reduction in paper usage and contributing to a more environmentally-friendly workplace.
- Trained and supervised a team of 5 junior clerks, improving overall department productivity by 20%.

Medical Records Assistant at St. Vincent Health, IN

Jul 2022 - Dec 2022

- Successfully managed and organized over 50,000 patient records, improving overall efficiency by 20% and reducing record retrieval time by 15%.
- Implemented a new electronic filing system that increased data accuracy by 25% and reduced processing time for medical record requests by 30%.
- Trained and supervised a team of 5 junior medical records assistants, increasing department productivity by 10% and reducing errors by 15%.

Certificates

Certified Electronic Health Records Specialist (CEHRS)

Apr 2022

Registered Health Information Technician (RHIT)

Nov 2020

Memberships

American Health Information Management Association (AHIMA)

National Cancer Registrars Association (NCRA)