Lavina Nork

Medical Records Specialist

✉ lavina.nork@gmail.com

📞 (279) 880-3684

📍 123 Bluegrass Lane, Lexington, KY 40502

EDUCATION

Associate of Applied Science in Health Information Technology at Bluegrass Community and Technical College, Lexington, KY

Sep 2017 - May 2022

Relevant Coursework: Medical Terminology, Anatomy and Physiology, Health Information Management, Healthcare Statistics, Coding and Classification Systems, Electronic Health Records, Privacy and Security in Health Information, Quality Management in Healthcare, and Healthcare Reimbursement.

LINKS

linkedin.com/in/lavinanork

SKILLS

ICD-10 coding

CPT coding

HIPAA compliance

EHR management

Medical terminology

Data entry

Document scanning

LANGUAGES

English

Italian

PROFILE

Dedicated Medical Records Specialist with 1 year of experience in accurately managing and organizing medical documentation. Proficient in medical coding, HIPAA compliance, and electronic health records systems. Strong attention to detail and commitment to maintaining patient confidentiality while providing exceptional administrative support to healthcare professionals.

EMPLOYMENT HISTORY

Medical Records Specialist at Kentucky Medical Transcription Services, KY

Feb 2023 - Present

- Successfully streamlined the medical transcription process, increasing efficiency by 35% and reducing turnaround time for over 2,000 medical records per month.
- Implemented a new Electronic Health Record (EHR) system, resulting in a 25% reduction in data entry errors and improving overall record accuracy for Kentucky Medical Transcription Services.
- Trained and supervised a team of 10 new medical records specialists, effectively improving overall department productivity by 20% within six months.
- Conducted a thorough audit of over 5,000 patient records, identifying and correcting discrepancies in 98% of cases, ensuring compliance with HIPAA and other regulatory requirements.

Medical Records Technician at Bluegrass Medical Transcription, KY

Aug 2022 - Jan 2023

- Successfully managed and organized over 10,000 patient records, ensuring accurate and efficient retrieval of information when needed by medical professionals.
- Implemented a new electronic medical records system, reducing manual record-keeping errors by 70% and increasing overall efficiency in the department by 40%.
- Trained and supervised a team of 5 new medical records technicians, leading to a 100% increase in staff productivity and a 50% reduction in processing time for incoming records.
- Conducted regular audits of medical records, resulting in a 95% compliance rate with HIPAA regulations and significantly reducing the risk of potential fines and legal issues.

CERTIFICATES

Registered Health Information Technician (RHIT)

Apr 2022

Certified Electronic Health Records Specialist (CEHRS)

Aug 2020

MEMBERSHIPS

American Health Information Management Association (AHIMA)