

Asucena Calta

Release of Information Specialist

Profile

Diligent Release of Information Specialist with 1 year of experience in managing and processing medical record requests. Proficient in HIPAA regulations, medical terminology, and electronic health record systems. Demonstrates strong organizational and communication skills, ensuring timely and accurate release of information to authorized parties. Committed to maintaining confidentiality and delivering exceptional service in a fast-paced healthcare environment.

Employment History

Release of Information Specialist at MRO Corporation, KY

Feb 2023 - Present

- Successfully processed over 1500 release of information requests within a year, ensuring timely and accurate delivery of medical records to authorized requesters while maintaining full compliance with HIPAA regulations.
- Streamlined the ROI workflow by implementing a new tracking system, which resulted in a 30% reduction in processing time and increased overall team efficiency.
- Trained and mentored 5 new team members, leading to a 20% increase in overall productivity and contributing to the department's ability to handle a growing volume of requests.

Associate Release of Information Specialist at Ciox Health, KY

Aug 2022 - Jan 2023

- Successfully processed over 10,000 medical record requests within a year, maintaining a 99% accuracy rate and contributing to the overall efficiency of the department.
- Implemented a new tracking system for release of information requests, reducing response time by 25% and increasing customer satisfaction rates by 15%.
- Trained and mentored 6 new Associate Release of Information Specialists, resulting in a 100% retention rate and improving team productivity by 20%.
- Collaborated with IT department to streamline the electronic request process, leading to a 30% reduction in processing time and saving the company an estimated \$50,000 annually.

Certificates

1. Certified Release of Information Specialist (CRIS)

Sep 2021

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☎ (933) 128-2475

📍 123 Oak Street, Lexington, KY 40507

Education

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

Aug 2018 - May 2022

Relevant Coursework: Medical Terminology, Anatomy and Physiology, Healthcare Reimbursement, Health Information Systems, Coding and Classification, Health Data Management, Legal and Ethical Aspects of Health Information, Quality Improvement, and Electronic Health Records.

Links

[linkedin.com/in/asucenacalta](https://www.linkedin.com/in/asucenacalta)

Skills

HIPAA Compliance

ICD-10 Coding

CPT Coding

EHR Navigation

Medical Terminology

Document Scanning

Data Entry

Languages

English