# Wendeline Okafor-Strand

**File Clerk**

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## CERTIFICATIONS

HIPAA Privacy and Security Training, 2025

Microsoft Office Specialist: Excel Associate, 2023

## SUMMARY

File clerk with 5 years in hospital medical records and a 60-attorney law firm, filing and retrieving about 250 records a day. Scanned and indexed over 180,000 pages into document management systems, keep retrieval times under 10 minutes and follow HIPAA and retention schedules. Passed 4 records audits with no major findings.

## EXPERIENCE

### Medical Records File Clerk — Lakeside General Hospital

Milwaukee, WI · Jun 2022 – Present

- File and retrieve about 250 patient charts a day for 9 clinics, with retrieval times under 10 minutes.
- Scanned and indexed about 120,000 pages into the hospital's document system with a 99.5% indexing accuracy rate on spot checks.
- Process about 40 release-of-information requests a week under HIPAA rules, logging each one.
- Helped prepare for 4 records audits, all passed with no major findings.
- Purged about 300 boxes of expired records under the retention schedule with manager sign-off.

### File Clerk — Brennan Holloway LLP

Milwaukee, WI · Apr 2020 – May 2022

- Maintained about 6,000 active case files for 60 attorneys using a barcode tracking system.
- Scanned about 60,000 pages of closed files, freeing 2 storage rooms.
- Reduced misfiled folders found in monthly checks from about 15 to 3 by adding colour-coded tabs.

## SKILLS

Records: Filing systems, retrieval, indexing, retention schedules, purging

Scanning and Imaging: Document preparation, high-speed scanners, quality checks, OCR

Compliance: HIPAA, confidentiality, release-of-information logs, chain of custody

Software: Laserfiche, Epic, iManage, Microsoft Excel, barcode tracking

## EDUCATION

High School Diploma, Riverside University High School, Milwaukee, WI, 2019

Fictional example by FindAJobAI: the person, employers and numbers are invented.