# Ingrid Bellweather-Osei

**Medical Records Clerk**

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## SUMMARY

Medical records clerk with 6 years in a 240-bed hospital health information department. Indexes about 900 scanned pages a day in the electronic record, processes release of information requests within state and HIPAA timelines and keeps a misfile rate under 0.5% on quality audits.

## EXPERIENCE

### Medical Records Clerk II — Prairie Hollow Regional Hospital

Sioux Falls, SD · Mar 2021 – Present

- Scan, index and quality-check about 900 pages a day of discharge paperwork, consents and outside records into the electronic health record.
- Process about 35 release of information requests a week from patients, attorneys and insurers, verifying each authorization before anything leaves the department.
- Cleared a 6-week backlog of 14,000 unindexed pages in 5 weeks by splitting batches by document type with 2 coworkers.
- Kept my misfile rate at 0.4% across 8 quarterly audits, against a department target of 1%.

### Records and Front Desk Assistant — Big Sioux Family Clinic

Brandon, SD · Aug 2018 – Feb 2021

- Pulled, filed and refiled about 120 paper charts a day for 7 providers before the clinic moved to an electronic system.
- Helped convert 11,500 paper charts to the new record system over 9 months, prepping folders and checking each scan against the original.
- Answered about 40 calls a day about records, referrals and appointments and routed each to the right staff member.

## SKILLS

Health record software: Epic HIM modules, Cerner document imaging, OnBase, legacy paper chart filing

Records work: Document indexing, chart assembly, deficiency tracking, merges of duplicate records, retention schedules

Privacy and release: HIPAA, release of information, authorization review, minimum necessary rule, disclosure logging

Office equipment: High-speed scanners, Microsoft Excel and Outlook, fax queues, medical terminology

## EDUCATION

Certificate in Health Information Support, Southeast Plains Technical College, 2018

High school diploma, Lincoln High School, Sioux Falls, SD, 2016

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