

ALEKHINA NATASHA

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Objective

Seeking a position as a Health Information Specialist (HIS/HIM) in which my abilities as a Health Information Specialist can be utilized to the fullest.

Highlights of Qualifications

Remarkable experience in health care information EMR in a hospital setting. Huge knowledge of terminal digit filing and deep knowledge of federal and state regulations familiarity with medical terminology amazing ability to make decisions in emergency situations ability to read, comprehend, and respond to written instructions and outstanding ability to manage electronic medical record instructions.

Experience

HIM SPECIALIST | CARE OF NEW ENGLAND - WARWICK, RI | 2010 - 2018

- Provided administrative clerical support in a healthcare environment
- Updated internal system(s) with correct physician assignment
- Sent notices to Authorized Representative / Family members and notifications of upcoming treatment team meetings
- Updated the in-house Treatment Team Membership database upon admission and on an ongoing basis of patient's Treatment Team assignment
- Communicated with Treatment Teams for scheduling of new admissions, ongoing Treatment Team meetings with patients until discharge
- Maintained folders for new admissions and assured updates are made throughout the admission and assured file is moved at discharge to the inactive in a timely manner
- Were responsible for initiating and updating information card for every admission and maintained an alphabetical file until the patient is discharged

PATIENT ACCOUNT SPECIALIST | KENT HOSPITAL - WARWICK, RI | 2008 - 2010

- Applied copay assistance cards and other assistance information to patient profiles
- Called and emailed clinics to provide and obtained information pertinent to patient's medication orders
- Applied Primary and Secondary Insurance to patient profiles
- Developed and maintained effective relationships through effective and timely communication
- Assisted with various projects as assigned by direct supervisor
- Addressed and resolved patient billing problems or concerns regarding copayments and authorization

Education

ASSOCIATE DEGREE | 2008 | COMMUNITY COLLEGE OF RHODE ISLAND

Major: Healthcare Administration

Minor: Medical Insurance Billing Specialist

BACHELOR'S DEGREE | 1985 | TRADE AND ECONOMICS UNIVERSITY OF LVIV, UKRAINE

Major: Finance

References

Available upon request