**[Release of information specialist](https://www.postjobfree.com/resume/adulbo/release-of-information-euclid-oh-44123)**

**Location:**Euclid, OH, 44123

**Posted:**September 11, 2023

**Contact Info:**

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**Resume:**

Nadine Black

Email: nadineblack@rocketmail.com

20552 Lake Shore Blvd, Euclid OH 44123 Phone: (216) 216-323-7537

QUALIFICATIONS

Accomplished business professional with extensive experience in computer operations, report preparation,

EPIC, and ANTHENA systems, data entry/analysis and customer service and insurance verifications also claims

processing, also able to maintain new and existing accounts by meeting customer requirements and offering

service beyond expectations. User of technology with solid background in MS Office and proficient in Word,

Excel, PowerPoint, Access, and Outlook, Knowledge of online resources, skilled multi-task and team player

EXPERIENCE

Health Port 11/2014-Present

Release of information specialist

Health Information Management

Performs clerical/technical Duties associated with medical record processes

Performs general medical record handling processing internal request, chart

Processed STAT request for PHI in a timely manner

Pulled records from EPIC System

Staffing Solutions For

University Hospital 08-2014-11-2014

Scheduling appointment in ATHENA

Insurance verification

Inputting of demographic information

Handling patients inquiries regarding patient appointments and services

Community Hospitalists, Cleveland, Ohio

Extern

Processed monthly reports and ensured that all medical records and physician reports were assembled in

standard order and filed appropriately.

Created files for new incoming patients.

Discharged charts and audited files to ensure proper documentation is enclosed.

Recruited new physicians by cold calling and marketing.

1/13-5/13

Prime source Healthcare

Assisting physicians with delivery of Dental, optometry, podiatry services

Care and cleaning of medical equipment

Sending clinical paperwork to office via fax and shipping carrier

Updating patient charts

EDUCATION

National College, Willoughby Hills, Ohio

April/2013

Associated Degree/Health Care Information Technology