

HELEN HEALTH

helen.health@hotmail.com

705 N. Killingsworth Portland, OR 97217

503-978-5600

Objective - Entry level Health Information Management position

EDUCATION

- **AAS Health Information Management**, Portland Community College, Portland, OR Year
- **Currently holding a 3.92 GPA**
- RHIT National Certification AHIMA expected May Year

CODING COURSE WORK

- Classification Systems 1 (ICD-9-CM)
- Anatomy & Physiology
- Medical Science

RECORDS MANAGEMENT

- Collected data, records, and analyzed data to be used in decision making
- Maintained and directed compliance with all safety, health, and environmental policies
- Provided support and direction to staff in adherence to quality assurance and procedures
- Conducted extensive research using medical journals, web sites, and data bases
- Balanced and prioritized multiple tasks in a complex environment

COMMUNICATION

- Interviewed and solicited information from people with language barriers, and under stress
- Screened forms for data accuracy and integrity
- Performed interviews, interacted, informed, and counseled workers
- Gave detailed directions and explanations
- Conducted meetings that were sensitive in nature while maintaining persons integrity

TRANSFERABLE HIGHLIGHTS

- Skilled in business operations, fluent in business correspondence, and ethical behavior
- Used spreadsheets to correlate statistical data and worker performance
- Assessed and documented workers knowledge, skills, performance, and delegated tasks according to production needs and worker ability
- Managed, trained, and supported weekend/night shift crew of 14+ people in a team environment

MEMBERSHIPS

- AHIMA Year - Present

EMPLOYMENT HISTORY

- Process Coordinator Telluride Industries, Gresham, OR mo/year - mo/year
- Cleaner/Self Employed Clean as a Whistle, Portland Metro, OR mo/year - mo/year