

Dorie Milot

Health information manager

Profile

I have over 5 years of experience as a health information manager. I am responsible for managing the medical records of patients in a hospital or clinic. I ensure that all patient data is accurate and up to date, and that it is accessible to authorized personnel only. I also work with insurance companies to process claims and verify coverage. In addition, I provide support to doctors and nurses by retrieving patient records when needed.

Employment History

Health information manager at Sanford Health, ND

Apr 2022 - Present

- Led a team of 10 to develop and implement a new EHR system for the organization, which increased patient satisfaction scores by 5%.
- Reduced medical errors by 7% through improved data management.
- Increased staff productivity by 4% through better utilization of health information technology.
- Decreased chart turnaround time from 48 hours to 24 hours after implementing a new scanning and indexing procedure.

Health information specialist at Essentia Health, ND

Sep 2017 - Feb 2022

- Led a team of 5 health information specialists that implemented an EHR system for a small hospital. The project was completed on time and under budget.
- Trained 15 new employees in medical coding and classification systems.
- Created a searchable database of 10,000 medical records.
- Indexed 500 patient charts per day during a peak period of admissions.

Certificates

Certified Health Data Analyst (CHDA)

Feb 2021

Certified in Healthcare Privacy and Security (CHPS)

Jan 2020

Memberships

American Health Information Management Association (AHIMA)

Healthcare Information and Management Systems Society (HIMSS)

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Education

Bachelor of Science in Health Information Management at University of North Dakota

Sep 2013 - May 2017

I have learned how to manage and process health information using various software programs and applications.

Links

[linkedin.com/in/doriemilot](https://www.linkedin.com/in/doriemilot)

Skills

Health information management

Health care administration

Medical coding and billing

Electronic health records (EHRs)

Informatics

Project management

Change management

Languages

English

Urdu