

DICKIE TOMCZYK

Medical records administrator

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(307) 343-7648

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PROFILE

I am a medical records administrator with over three years of experience in the field. I have experience working with electronic health record systems, as well as paper-based patient files. I am highly organized and detail oriented, and have excellent communication skills. I am passionate about providing quality care to patients and ensuring that their medical records are accurate and up to date.

LINKS

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

SKILLS

Health information management

Medical coding

Electronic health records

Health insurance and billing

Patient privacy and confidentiality laws

Recordkeeping best practices

Time management

LANGUAGES

English

Japanese

EMPLOYMENT HISTORY

● Medical records administrator at Avera Health, SD

Mar 2022 - Present

- Negotiated with insurance companies to get patient records released in a timely manner.
- Reviewed and updated medical records for accuracy and completeness.
- Trained new employees on release of information procedures.
- Monitored staff compliance with HIPAA regulations.
- Implemented an electronic record keeping system which improved efficiency by 30%.

● Medical records administrator II at Sanford Health, SD

Jul 2019 - Feb 2022

- Streamlined medical records administration by developing and implementing new filing system, reducing search time for patient files by 50%.
- Negotiated better rates with outside transcription services, saving the hospital \$5,000 per month.
- Reviewed and updated policies and procedures for release of information in accordance with HIPAA regulations.
- Trained 4 new medical records administrators on departmental procedures.
- Processed 500 requests for patient information per week while maintaining a 98% accuracy rate.

EDUCATION

Associate's Degree in Health Information Management at National American University

Sep 2015 - May 2019

I have learned how to code medical diagnoses and procedures, as well as how to manage health information systems.

CERTIFICATES

Certified Medical Records Administrator (CMRA)

Dec 2020

Certified Electronic Health Record Specialist (CEHRS)

Jun 2019

MEMBERSHIPS

American Health Information Management Association

Healthcare Information and Management Systems Society