

Alexandria Quina

Registered Health Information Administrator (RHIA)

Profile

I am a Registered Health Information Administrator (RHIA) with over five years of experience. I have a strong background in health information management, medical coding, and electronic health records. I am passionate about improving the quality of healthcare through accurate and timely data collection and analysis. I have an extensive knowledge of HIPAA regulations and best practices for maintaining patient privacy. I am also proficient in Microsoft Office applications and various health information systems

Employment History

Registered Health Information Administrator (RHIA) at Dartmouth-Hitchcock, NH

Jun 2022 - Present

- Led a team of 10 health information specialists in designing and implementing an electronic health record system for a 400-bed hospital.
- Trained 50 medical staff members on the use of the new EHR system.
- Monitored compliance with HIPAA regulations related to the handling of patient health information.
- Investigated 10 cases of potential healthcare fraud and helped recover \$500,000 in improper payments.

Health Information Administrator (HIA) at Southern New Hampshire Health, NH

Sep 2017 - Apr 2022

- Led a team of 10 Health Information Administrators in developing and implementing an electronic health records system for a large hospital.
- Successfully converted the medical records of a 100-bed hospital to an EHR system with no errors.
- Trained staff on how to use the new EHR system, reducing error rates by 30%.
- Negotiated contracts with 3 different vendors for the purchase of health information technology products and services.

Education

Bachelor of Science in Health Information Administration at Dartmouth College, NH

Aug 2013 - May 2017

I have learned how to manage and organize health information using Standard Classification of Diseases (ICD), Procedure Coding System (PCS), and Electronic Health Record (EHR).

Certificates

Certified Health Data Analyst (CHDA)

Jun 2021

Certified in Healthcare Privacy and Security (CHPS)

Mar 2020

Details

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Links

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Skills

Health Information Management

Health Data Analysis

Medical Coding

Clinical Documentation Improvement

Electronic Health Records (EHRs)

Revenue Cycle Management (RCM)

• Privacy and Security

Languages

English

Spanish

Hobbies

Organizing

Fitness

Healthy Cooking