Lourd Ceirell C. Ocampo

Computer Technologist

Reliable Medical Records Clerk with 1 year of experience receiving, routing, filing and delivering wide range of medical documentation. Energetic and focused with strong organizational skills.
Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

WORK HISTORY

February 23, 2022 - Current

Medical Records Clerk

Metro Lemery Medical Center - Lemery, Batangas

- Maintained patient records in compliance with security regulations.
- Processed medical records requests from outside providers according to facility, state, and federal law.
- Obtained necessary signatures on information release forms to obtain medical and treatment records from other service providers.
- Maintained patient confidence by keeping patient records information confidential.
- Responded to patient inquiries to provide information and details of medical records.
- Scanned medical records in digital format for easy retrieval and accessibility.
- Assisted in preparation of medical records to release to other medical facilities requesting for patient history and information.
- Input data into computer programs and filing systems.

EDUCATION

August 2015 - October 2020

Bachelor of Industrial Technology: Computer Technology

Batangas State University - Lemery, Batangas

INTERESTS

- Film Production
- Videography
- Typing
- Basketball
- Singing

CONTACT

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SKILLS

Type [50] WPM
Upper Intermediate

Medical Records Management
Advanced

Writtend and Verbal Communication
Upper Intermediate

Filing System Expertise
Advanced

Records review
Advanced

Performance Improvement
Advanced

Harvesting
Advanced

Troubleshooting Skills
Upper Intermediate