

Jane Doe

Health Information Manager



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123-456-7890

New York, NY

◆ Summary

Highly motivated and experienced Health Information Manager with 8 years of experience in managing health information systems, leading cross-functional teams, and ensuring compliance with regulatory requirements. Proven track record of improving data quality by 30% and reducing operational costs by 25%.

◆ Experience

Health Information Manager Jan 2018 - Present
MedTech Inc. New York, NY

Manage health information systems, ensure data quality and compliance with regulatory requirements, and lead cross-functional teams to achieve operational goals.

- Developed and implemented a data quality improvement plan, resulting in a 30% increase in data accuracy and a 25% reduction in operational costs.
- Led a team of 10 health information technicians to ensure timely and accurate processing of patient data, resulting in a 95% reduction in data entry errors.
- Collaborated with the IT department to implement a new electronic health record system, resulting in a 40% increase in system efficiency and a 20% reduction in system downtime.
- Conducted regular audits to ensure compliance with HIPAA regulations, resulting in a 99% compliance rate.

Senior Health Information Technician Jan 2015 - Dec 2017
HealthCare Inc. Chicago, IL

Managed health information systems, ensured data quality and compliance with regulatory requirements, and assisted in leading cross-functional teams to achieve operational goals.

- Developed and implemented a data quality control process, resulting in a 20% increase in data accuracy and a 15% reduction in operational costs.
- Assisted in leading a team of 5 health information technicians to ensure timely and accurate processing of patient data, resulting in a 90% reduction in data entry errors.
- Collaborated with the IT department to implement a new patient portal, resulting in a 30% increase in patient engagement and a 25% reduction in patient complaints.
- Conducted regular audits to ensure compliance with HIPAA regulations, resulting in a 98% compliance rate.

◆ Education

◆ Skills

Health Information Management
Electronic Health Records
Data Quality Improvement
Team Leadership
Compliance with Regulatory Requirements
Data Analysis
Communication
Project Management

◆ Languages

English Native

◆ Certificates

Certified Health Information Manager (CHIM)

Jan 2016

American Health Information Management Association (AHIMA)

Certified as a Health Information Manager, demonstrating expertise in health information management and regulatory compliance.

◆ Awards

Health Information Manager of the Year

Jan 2020

American Health Information Management Association (AHIMA)

Bachelor's
University of Illinois
Health Information Management

Aug 2010 - May 2014
Champaign, IL
3.5

Received the award for
outstanding contributions to the
field of health information
management.

◆ Hobbies

Reading