Marcus Bell

Medical Records Technician

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SKILLS

- Electronic Health Records
- Medical Terminology
- HIPAA
- Patient Confidentiality
- SharePoint
- Microsoft Excel
- Microsoft Word
- Outlook
- Telephonic Interpreter Services
- Interpersonal Skills

EDUCATION

Associate of Science

05/2025

Hillsborough Community College

Tampa, FL

Health Information Technology

CERTIFICATES

Registered Health Information Technician (RHIT)

AHIMA

08/2025

SUMMARY

Registered health information technician with 16 months in a 320-bed hospital's records department and 2 years of part-time patient registration. Reviews electronic health records for missing documentation, releases about 220 records a month under HIPAA, and guards patient confidentiality, with good interpersonal skills when chasing physician signatures.

EXPERIENCE

Medical Records Technician 06/2025 - Present

Bayshore Regional Medical Center Tampa, FL

Health information management department of a 320-bed acute care hospital.

- Analyze about 70 discharged inpatient charts a shift in the electronic health records system for missing signatures.
- Handle record releases to providers, insurers and patients, closing **220** requests a month with no patient confidentiality breaches.
- Track deficient charts in a SharePoint list and send Outlook reminders, cutting delinquent records from 9% to 4%.
- Arrange telephonic interpreter services for Spanish- and Vietnamese-speaking patients who request copies of their records.

Patient Registration Clerk (Part-Time) 01/2023 - 05/2025

Tampa Bay Urgent Care Tampa, FL

Part-time job at a 2-site urgent care center during the health information technology program.

- Registered 50 walk-in patients a shift and entered demographics and insurance data in the electronic medical record.
- Scanned ID cards, consent forms and referrals, and applied HIPAA rules before sharing any patient data by phone.
- Built a Microsoft Excel tracker for 300 outside lab results a month so no result sat unfiled for more than a day.
- Typed patient letters and work notes in Microsoft Word, using correct medical terminology from program coursework.