

Andre Whitaker

Records Specialist

Records specialist with 4 years in hospital and clinic health information management, handling release of information, chart scanning and records requests for a 3-hospital system. Processes 900+ requests a month under HIPAA rules, keeps request logs in Excel and answers patients, attorneys and insurers with clear, courteous customer service.

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Experience

Records Specialist

Peachtree Regional Health System • Atlanta, GA

05/2024 - Present

Three-hospital system with 22 outpatient clinics.

- Process **900+** release of information requests a month from patients, attorneys and insurers within 15 days.
- Verify patient identity and signed authorizations on every request, with zero HIPAA disclosure errors across 10,000+ releases.
- Track request status, fees and turnaround for 3 hospitals in Excel and send weekly aging reports through Outlook.
- Create monthly volume and turnaround slides in PowerPoint for the health information management director.

Medical Records Clerk

Midtown Orthopedic Associates • Atlanta, GA

03/2022 - 04/2024

Orthopedic group with 14 surgeons and 3 clinics.

- Scanned and indexed **1,500** documents a week into the EHR with a 99% quality audit score.
- Answered 40 records requests a week by phone and fax from patients and referring offices.
- Completed data entry for 250 outside imaging and lab reports a week, matching each to the right patient chart.
- Wrote 20 standard request letters in Word that cut back-and-forth with law firms by a third.

Records Intern

Grady Park Community Clinic • Atlanta, GA • 08/2021 - 12/2021

- Retrieved **60** paper charts a day for provider visits and refiled them the same evening.
- Purged 4,000 inactive charts under the clinic's retention policy with a supervisor's sign-off.
- Updated the clinic's Excel request log for 120 records requests during its move to electronic tracking.

Skills

Release of Information

HIPAA

Records Management

Data Entry , Word Processing

Excel , Word , PowerPoint

Outlook , Customer Service

Education

Associate of Applied Science

Atlanta Technical College

Atlanta, GA

12/2021

Health Information
Technology

Certificates

Registered Health Information Technician (RHIT)

American Health
Information Management
Association

03/2022