

YOUR NAME

Kansas City, MO | 000-000-0000 | Your email | LinkedIn

HEALTH INFORMATION ANALYST

Dynamic learner with clinical dietary expertise transitioning to healthcare IT systems.

Adept at managing EHR utilization, conducting patient-centered workflow analysis, redesigning patient monitoring systems, and promoting cultural sensitivity to medical ethics and values. Excel at leading, training, and encouraging cross-functional teams. Excellent communicator, skilled in cultivating and fostering productive relationships with informaticists, healthcare professionals, and clients. A fast learner, quickly grasping emerging technologies and procedures. Strong background in Ad-Hoc reporting, EHR/HIPAA compliance, and risk assessment and mitigation. Ability to gather and analyze data/information by performing extensive research for accurate decision-making process.

CORE PROFICIENCIES

Healthcare IT Operations | Technical Project Management | Regulatory Compliance Strategic Planning & Analysis | Patient Monitoring Systems | Ambulatory Support Healthcare Data Analytics | Process Improvement | Technical Reporting & Documentation

EDUCATION & CREDENTIALS

Master of Public Health (MPH) xxxx University, xxxxx, KS Courses: Biostatistics, Epidemiology, Environmental Health	May 20XX
Associate of Science Health Information Systems Specialist Certificate Johnson County Community College, Overland Park, KS Courses: EHR Design, Function & Usability, Healthcare Data Analytics, Population Health	December 20XX
Bachelor of Science in Food and Nutrition xxxx University, Somewhere, ST (GPA: 3.5)	20XX
Associate of Science and Liberal Arts Johnson County Community College, Overland Park, KS President's list, Dean's list	20XX

TECHNICAL PROFICIENCIES

Cerner EHR platform, Millennium® fluency | Computrition | MHS Genesis Tableau | Answers on Demand (AOD) | Microsoft Office Suite

PROFESSIONAL EXPERIENCE

XXXX Community Hospital, XXXX, KS Dietetic Technician Examine patient and carry out nutrient requirement calculations, diet restrictions, and food/drug interactions accordingly. Monitor patients per day calorie intake through meal rounds. Gather information related to diagnoses, medications, food-related preferences, allergies/intolerances, and swallowing/digestion issues by conducting patient interviews. Deliver efficient, individualized instructions and treatment plans focused on the patient's background. Evaluate modification in weight, appearance,	20XX to Present
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food intake, and medications. Train and empower employees in performing daily activities. Ensure on-time delivery of food by scheduling/arranging mealtime activities and diet orders in collaboration with food service staff and wards. Led all nutritional education and dietary modifications for medical/surgical, labor/delivery, and behavioral health inpatients. Improved patients' health by offering efficient nutritional guidance and counseling on modified diets.

U.S Army Corps of Engineers, XXXX, ST
Administrative and Office Support

20XX to 20XX

Managed all aspects of timekeeping functions in the Corps of Engineers Financial Management System. Leveraged Government Purchase Card (GPC) for purchasing and supplying equipment/services. Collected information for developing and updating office files, records, and documents. Planned and designed briefing charts and schedules for accomplishing projects within budgetary and time constraints. Steered overall administrative operations, including responding to calls, messages, and emails. Ensured accuracy of quantity, description, and price to actual order by obtaining all purchase data from the GPC program. Reviewed and updated budget records and documentation.

Health XXX XXXX Services, XXXX, ST
Credentialing Specialist III

20XX to 20XX

Led credentialing and re-credentialing of multiple providers, involving physicians, pharmacies, and healthcare delivery organizations following applicable specifications. Identified and addressed customer concerns related to credentialing status. Underpinned department management, staff, and project teams by offering efficient administrative support. Followed set standards while monitoring, processing, and documenting credentialing applications, office files, and records: Delivered exceptional assistance to credentialing committee by reviewing and updating database. Orchestrated various events, encompassing site reservation, set up, and food service.

XXXX XXXX, Somewhere, ST
Certified Nurse Assistant

20XX to 20XX

Performed daily activities while confirming adherence to universal precautions, proper infection control, sanitation, and safety standards. Reported nurse regarding modification in residents' needs and conditions. Played a key role in residents' care planning and honoring preferences.

Additional Experience:

Office/Lab Assistant XXXX XXXX | Johnson County Community College, Overland Park, KS

CERTIFICATIONS:

ServSafe Food Protection | ServSafe Allergens | Microsoft Office