Sofia Bellworth

Medical Records Specialist · Records Integrity

medical-records-specialist@example.test · Portland, USA

Experience

Medical Records Specialist

Cedar Slope Community Hospital | 2021-10 – Present

- Audited 212 discharge files over six weeks. Matched missing signatures to the correct clinical team before returning charts for completion.
- Reviewed duplicate index entries and documented the evidence for merging records. Referred approval to the records supervisor.
- Maintained the release register with authorization dates, scope and recipient checks. Escalated conflicting requests to the privacy lead.
- Prepared weekly completion reports with open issues by age and unit. Tracked repeat gaps after a change to discharge instructions.

Health Records Assistant

Meadow Lantern Medical Centre | 2018-09 – 2021-09

- Matched scanned forms to the encounter index and checked that attachments opened before closing the intake queue.
- Logged external record requests and flagged incomplete authorizations for review.

Languages

English · Spanish

Summary

Medical records specialist supporting chart completion and controlled release of information. Reconciles document gaps, records access decisions and escalates unresolved discrepancies to the records supervisor.

Skills

Medical record audits · Release documentation · Encounter indexing · Record reconciliation · Privacy escalation

Education

Associate Degree in Health Information Technology

Harbor Tern Community College | 2018