

Melissa Torres

Walnut Creek, CA

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Professional Summary

I am a medical records clerk, I have one year of experience. I am a fast learner, organized and patient. Authorized to work in the US for any employer

Work Experience

Medical Records Clerk

Golden State Orthopedics and Spine-Walnut Creek, CA

December 2024 to Present

- Maintained accurate and up-to-date medical records for XX patients
- Organized and filed patient information, ensuring confidentiality and compliance with HIPAA regulations
- Responded to requests from patients or authorized individuals regarding release of medical records
- Maintained a well-organized filing system for easy retrieval of physical documents when needed
- Managed the scanning and indexing of paper documents into the electronic health record system
- Ensured all scanned documents were legible, properly labeled, and stored securely in the EHR system
- Maintained confidentiality at all times when handling sensitive patient information

Dental

Western Dental-Oakland, CA

October 2008 to October 2009

I would assist the dentist and sterilized the equipment.

Education

High school in High school Diploma

Skyline High School - Oakland, CA

August 2002 to June 2005

Skills

- Expert
- Spanish