

Holly Wuthrich

Qualifications:

- Strong written and verbal communication and problem-solving skills
- Business process improvement
- Strategic planning
- Strong organizational and leadership skills
- Works well on a team or as an individual
- Strong communication and relationship building skills
- Data entry and management

United States Navy

July 2017 - present

Master at Arms

Naval Medical Center Portsmouth

- Supervisors have complimented my work many times and put me in charge of projects over my superiors for my work ethic and for my motivation to complete projects in a timely manner and properly. I was also recognized by leadership for reducing the workload overall by 15% within my first few months.
- Supervisors have also provided me with extra training in systems for me to work on due to my ability to learn quickly.
- Maintained a thorough knowledge of medical records procedures, regulations and principles to perform a variety of medical records functions and processes.
- Reviewed medical records to determine which section of the record documents are to be entered and in the proper sequence.
- Examined records for completeness, accuracy and adherence to regulatory guidelines and verifies against specific criteria.
- Sort, upload and scanned Late Loose Flowing (LLF) medical documents, utilized Composite Health Care System (CHCS), Armed Forces Health Longitudinal Technology Application (AHLTA), and Health Artifact and Image Management Solution (HAIMS) systems.
- Updated knowledge on all HIPAA guidelines and have taught multiple peers the correct procedures on how to handle medical files and information. I have also aided in the teaching of the procedures listed above to peers and managed their workflow and quality of work.
- Have managed up to 4 Junior Sailors ensuring they are familiar with the process and resources available for them.
- Led multiple projects given to my office. Resorting all medical records in the office, multiple paperwork projects, and unloading and filing medical records that were received from incoming ships.
- Have received multiple compliments from customers showing appreciation for getting their files and information to them before they request or for completing in a timely manner.

Education John Adams High School – Diploma - 2017