

EDUCATION

Saint Louis University School of Public Health, St. Louis, Missouri
Master of Health Administration, anticipated May 2005

Saint Louis University School of Allied Health, St. Louis, Missouri
Bachelor of Science, Health Information Management, *Cum Laude*

WORK EXPERIENCE

May 2002 – Present

Washington University School of Medicine, St. Louis, Missouri
Department of Otolaryngology

Medical Records Clerk

- Process medical record requests for release of information
- Assist with auditing charts for doctors and studies
- File and pull charts for appointments, process loose sheets, and chart assembly

Summer 2004

Saint Elizabeth’s Hospital, Belleville, Illinois

Administrative Intern

- Organizational rotation of all administrative departments
- Assessed hospital campus and made recommendations for improving Emergency Signage in and around the hospital for the upcoming Chest Pain Accreditation survey
- Compiled Patient Care Services departmental budget sheet
- Attended all weekly Administrative Council, Patient Care Services, Management, and Board of Director meetings

December 2002

SSM Cardinal Glennon Children’s Hospital, St. Louis, Missouri
Department of Health Information Management

Professional Practice Intern

- Shadowed Janet Moore, Director of Health Information Management
- Departmental Rotation: pulled charts, chaired meetings, administered OSHA safety survey, assessed SSM Cardinal Glennon’s chart tracking systems, audited charts, and reviewed charge statements

HONORS AND AFFILIATIONS

- American College of Healthcare Executives, Member (2004)
- American Health Information Management Association (AHIMA), Student Member (2001-2003)
- Saint Louis University Dean’s List (2000-2003)
- Order of Omega Honor Fraternity (1999-2002)
- SLU Crew Team (2000-2001)
- Billiken Pep Band (1998-2001)