

Brandon Wile

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Career Overview

Highly trained and experienced in Patient Administration

Background includes:

- 6 yrs service Active Duty Air Force
- 6 yrs experience Medical Records, including occasional supervisory role
- 4 yrs experience in Release Of Information to include processing legal requests, burning cd copies of medical records, filling insurance requests
- HIPAA trained
- Secret Security Clearance

Skill Highlights

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| <ul style="list-style-type: none">• Medical Records• Release Of Information• Extensive Customer Service Experience• Legal Requests• Insurance Requests• HIPAA trained• (Current)Secret Security Clearance• Military Background(Honorable) | <ul style="list-style-type: none">• Medical Records• Release Of Information• Extensive Customer Service Experience• Legal Requests• Insurance Requests• HIPAA trained• (Current) Secret Security Clearance• Military Background(Honorable) |
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Core Accomplishments

-Collaborated with other team members to ensure medical record availability. 6 yrs experience in medical records, following HIPAA guidelines, filing paperwork, charging out records, ensuring record availability for appointments, filling mailout requests, performing medical records retirement.

-Worked in release of information department and processed legal and insurance requests, as well as mailouts and copies/requests of medical records. Insured duties done in timely manner as to ensure proper workflow of legal, insurance cases, etc.

-Ensured consistent access to care as a team member on the 10th and 75th Medical Groups, booked appointments, manipulated provider schedules.

Professional Experience

Medical Administrative Technician

February 2007 to February 2012

US Air Force – Hill AFB, UT

- Medical Records Technician
- Release Of Information Technician

Medical Administrative Technician

February 2012 to September 2012

US Air Force – USAFA, CO

- Medical Records Technician
- Release Of Information Technician
- Patient Medical Travel Representative
- Phone Appt line booking and schedules

Education

Cedar Crest High School 2006

Lebanon, PA, USA

Colorado Technical University

Colorado Springs, CO, USA

Criminal Justice

Completed 12 Credit Hours including Math, English, and writing

Military Tech School 2007

Wichita Falls, TX, USA

Initial Military Job training, patient administrative training for 3 months.