

# keith duncan

Minneapolis, MN

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Authorized to work in the US for any employer

## WORK EXPERIENCE

### **Utility Worker**

peoples organic - Wayzata, MN - May 2014 to Present

#### Responsibilities

Food prep,line cook,dishwasher.make sure dishes and utensils are clean.keep kitchen area clean.mop floors at the end of shift

#### Accomplishments

Help keep restaurant looking clean for customer and employees.

#### Skills Used

Help chef with cooking on the line.

### **health information technician**

bethesda clinic - Saint Paul, MN - July 2012 to January 2014

#### Responsibilities

Answer incoming phone calls from outside hospital,clinics,and patients.scan patients files into scanning computer system excellian.distribute fax from fax machine to appropriate doctor.did data entry.

#### Accomplishments

Learn how to communicate efficiently with different patient..

#### Skills Used

Did scanning.used fax machine,did data entry.

### **e HIM Specialist**

Abbott Northwestern Hospital - Minneapolis, MN - July 2012 to April 2013

#### Responsibilities

Prepared charts according to archival scanning clinic prepping procedure.scanned charts according to archival scanning clinic prepping procedure.index chart according to archival scanning procedure.separated core documents into various filing organizational systems.

#### Accomplishments

patients first attitude.team work.

#### Skills Used

Excellian and scanning machine.

### **Medical Records Clerk**

Consultant Internal Medicine - Edina, MN - October 2003 to June 2012

#### Responsibilities

Handle chart reviews in medical records department. manage the filing of charts and maintenance of office environment according to osha regulations. answer phone calls, process fax requests, room patients. handle scanning for epic, and as a super user trained others in the process. handle multi requests for records from Doctors Patients and other hospitals..

#### Accomplishments

Being a team and patient first employee.

#### Skills Used

Epic and fax machine.

#### EDUCATION

##### **associate in business administration**

Bronx community college - Bronx, NY

1995 to 1997

#### SKILLS

Data Entry (10+ years), Excellian, Customer Service (10+ years), Excel (5 years), Word (1 year)

#### CERTIFICATIONS

##### **hennepin county customer service skills course.**

October 2014 to Present

Certificate awarded for completion of hennepin county customer service skills course.