

**Cynthia M Nielsen**  
**Data Entry Specialist**  
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**CIOX HEALTH CARE**

*CHART RETRIEVAL SPECIALIST*

2022 – current

Travel to retrieve medical charts for auditing purposes. EMR retrieval, paper scan, and print to scan.  
Use of various healthcare systems, including EClinical, NextGen, Allscripts,

**CHANGE HEALTH CARE**

*DATA ENTRY SPECIALIST*

2007-2022

Keying of medical claims, credits, pre-authorizations with providers, entering providers into systems,  
quality assurance, ran/uploaded daily reports, client billing, error reports

**MOUNTAIN STATES**

*UNDERWRITER*

2003-2006

Underwriting of workman compensation  
Customer Service/Phone Quotes

**EXPERIENCE**

Trained in HIPPA and Compliance \_\_\_\_\_

Beginner to Moderate Customer Service

Various Retail

Call Center

**SKILLS**

- EPIC
- 10 – Key
- Microsoft Programs
- Virtual
- Scanning Programs
- Kronos Knowledge
- Dual Monitors
- Variety of Programs

administrative assistant