

RESUME PREP

Add the following to your resume

***Trained in the following HEDIS Measures, CBP, CIS, IMA, COA, TRC, CIS, CDC, &LSC.**

Add one or two of the following to your resume

- Reviewed medical records for HEDIS measure abstraction at Optum quality programs.
- Verified member charts against NCQA HEDIS guidelines and documentation standards.
- Tracked missing records and requested provider documentation for HEDIS audits.
- Communicated with provider offices about chart retrieval and record clarification.
- Applied HEDIS specifications to identify eligible services and screenings.
- Identified potential opportunities for process improvements related to data collection methods and systems.
- Collected, recorded and analyzed data related to nursing care of patients.
- Abstracted clinical data from medical records for employer reporting and quality review.
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- Reviewed member charts for HEDIS measure compliance at health plan quality team.
- Abstracted medical records using EHR and quality databases for managed care reporting.
- Validated HEDIS data against NCQA specifications for health plan submissions.