

ETTI SIMON

IT SERVICES | ELECTRONIC MEDICAL RECORDS



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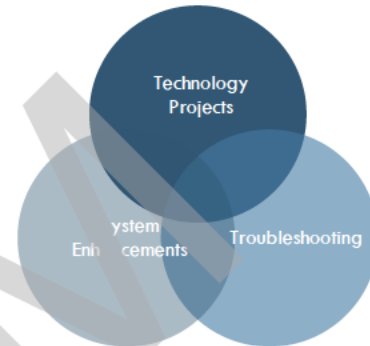


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Information Management Collaboration, Decision, & Support Mechanisms
Business Process Review and Improvements | Technical Strategy and Implementation

Accomplished and results-focused professional well-prepared to apply technical experience and extensive medical background into an IT Services/Electronic Medical Records Administrator role.

- Employ strong technical abilities and office management expertise to enhance complex systems, sustain operations, and execute projects.
- Excel in deadline-driven and fast-paced medical environments requiring exceptional analytical and problem-solving skills.
- Well-versed in working both independently and as a key member of a team.



Credited with successfully planning, implementing, and supporting complex technology projects. Recognized for efficiency, sense of urgency, unrelenting focus, and a ability to exceed challenging expectations.

PROFESSIONAL EXPERIENCE

IRMI ORTHOPEDIC ASSOCIATES, Iron Mountain, MI
IT Services/EMR Manager/Office Manager

2001 to Present

Collaborate with team to plan implementation and delivery of technical support. Implement and manage selected technologies and systems that maximize reliability, efficiency and productivity. Perform complex troubleshooting functions in support of 15 GLO technologies end-users. Establish objectives and provide leadership to staff while accountable for a wide range of operational functions including front/back office, telephones, patient intake/registration, surgical boarding, insurance verification, and appointment scheduling in a high volume medical office. Address and resolve patient and physician concerns.

ENTERPRISE IMPACT:

- Planned and successfully executed projects related to GLO implementation.
- Spearheaded collaborative efforts to analyze the office's technology needs. Designed and developed templates, doctor tags, and orders for application on the system.
- Engaged in numerous EMR training sessions with the vendor prior to GLO implementation.
- Developed and delivered comprehensive training to 15 end users to demonstrate application of GLO.
- Demonstrated expertise in troubleshooting and resolving all EMR system-related problems.
- Recognized for successfully leading a technical implementation that significantly improved operations across the office.

EDUCATION

Bachelor of Business Administration, Health Occupations
COUNTY VOCATIONAL TECHNICAL SCHOOL, Bakersfield, CA

Medical/General Coursework
BAKERSFIELD TECH SCHOOL COLLEGE, Bakersfield, CA

PROFESSIONAL DEVELOPMENT

Disney Business of Excellence Training

TECHNICAL SKILLS

GLO | Misys | Microsoft Word, Excel | Corel WordPerfect | AS400 | Polci | Systoc