

Christopher Dylan Uren

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OBJECTIVE

I'm looking for a full-time position where I can apply business and analytical skills towards company objectives, and where I can continue to learn and develop new skills. My most recent relevant work experience was in a UCSF psychiatric medical records department. However, I believe I can function effectively in any business environment, and I am open to all new opportunities.

EMPLOYMENT HISTORY

UNIVERSITY OF CALIFORNIA SAN FRANCISCO (UCSF) – LANGLEY PORTER PSYCHIATRIC INSTITUTE

LANGLEY PORTER PSYCHIATRIC INSTITUTE, 401 Parnassus Ave., San Francisco CA, 94143

Administrative Assistant II, Health Information Management Services (Medical Records), 01/2006 – 01/2016

Supervisor: Laverne Tarpley, supervisor from approximately 04/2014 – 01/2016, 415 – 476 - 7221

Duties include: Concurrent HIPAA compliant chart review for all inpatient charts on an active inpatient psychiatric unit, ensuring timely completion of documentation by inpatient staff, inpatient data entry for monthly and quarterly data extraction, data extraction and explanation for executive review, bi-annual OSHPD state reporting of inpatient data, ICD – 9 and ICD - 10 inpatient medical coding, processing incoming and outgoing physical and electronic medical records, general office, staff, and faculty assistance as required.

UCSF Employment Verification: UCSF employment verification is performed through the Equifax secure automated service – The Work Number. The web address with information and instructions for verification is <http://www.theworknumber.com>. The toll-free number is 1 800 367 5690. The employer code is 15975 (Regents of the University of California). Verification will also require my social security number which I will provide at request.

Employment information prior to 2006 will be provided at request, however such information is over 12 years old and may no longer be relevant.