

# HAILEY QUINN

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Innovative medical scribe leader with 15 years of experience assisting physicians in clinical and hospital settings. Tech-savvy with new dictation software and electronic health records systems. Healthcare enthusiast focused on patient care and physician support.

## EDUCATION

### BACHELOR OF SCIENCE IN BIOLOGY

University Of Colorado Boulder, CO  
2002 - 2006

## KEY SKILLS

- Staff Training & Development
- Medical Terminology & ICD-10 Billing
- Patient History Documentation
- Health Information Systems Management
- Interpersonal Communications
- Collecting & Analyzing Vital Statistics
- EMR/EHR
- Medical Diagnosis Transcription & Data Entry
- Medical Team Leadership
- Chart Organization

## CERTIFICATIONS

- CPR Training, American Red Cross, 2010

## PROFESSIONAL EXPERIENCE

### LEAD MEDICAL SCRIBE

CHI Urgent Family Care Clinic,  
Boulder, CO  
November 2013 – Present

- Complete scheduling, audit transcribed notes, and field all calls regarding billing or insurance questions
- Oversee team of 15 tasked with assisting physicians, transcribing patient history and exams accurately, and processing billing with proper coding information and medical terminology
- Work with up to 100 patients daily ensuring they all have education for treatment, understanding of test results, and information about any alternatives that may exist
- Ensure all physicians have chart and know reason for visit when speaking with patients prior to entering exam room

### MEDICAL SCRIBE

Denver Family Physicians, Denver, CO  
September 2006 – October 2013

- Onboarded to aid up to 10 physicians within high-volume family practice. Worked with team of five other medical scribe professionals to ensure all medical providers had accurate documentation
- Viewed as subject matter expert on staff and provided training for new hires, interns, and current employees for changes in regulations or internal processes
- Updated patient files in EPIC database system with 100% accuracy and reviewed peer notes to ensure completeness
- Converted hardcopy patient files to EMR and trained staff on how to utilize new information