

# James Mitchell

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📍 4562 Oak Street, Chicago, IL 60614

## SUMMARY

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Detail-oriented data analyst with over three years managing provider demographic information in healthcare settings. Demonstrated proficiency in database management to ensure data accuracy and compliance, particularly regarding HIPAA regulations. Skilled in analyzing and inputting data while maintaining comprehensive records. Collaborative partnerships across departments foster efficient communication and enhanced service delivery. Strong commitment to continuous improvement reflects dedication to organizational goals of efficiency and excellence. Eager to leverage extensive experience in a temporary role to contribute positively to Innovative Health Solutions.

## EXPERIENCE

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### Provider Data Analyst

January 2021 – Present

NextGen Health Services

Chicago, IL

Manage provider demographic data within the organizational database while ensuring accuracy and compliance. Collaborate effectively to address inquiries from providers, enhancing operational processes. Execute special projects based on data validation and electronic communications for service delivery improvements.

- Regularly update and maintain provider records adhering strictly to operational guidelines.
- Analyze new contractual data for providers and input them within sensitive timelines.
- Respond promptly to ad hoc requests from internal and external stakeholders.
- Demonstrate consistent adherence to established HIPAA compliance requirements.

### Junior Data Analyst

June 2019 – December 2020

HealthWise Solutions

Chicago, IL

Assisted in maintaining accurate provider metrics aimed at improving quality management protocols via diligent database integrity efforts. Supported various departments in responding to questions concerning provider data, ensuring seamless communication.

- Supported streamlined workflows for improved provider participation processes.
- Performed thorough audits of existing database entries to enhance data quality.
- Facilitated effective internal communication between multiple departments.
- Gained recognition for proactive involvement in resolving complex data issues swiftly.

## LEADERSHIP & AWARDS

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- Recipient of the Outstanding Data Analyst Award at NextGen Health Services for exceptional performance.
- Recognized by peers for contributions toward cross-functional team improvement initiatives.

## EDUCATION

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### Bachelor's Degree in Health Administration

2019

University of Illinois at Chicago GPA: 3.8

Chicago, IL

*Coursework: Health Policy, Data Analysis, Healthcare Economics, Management Principles*

## CERTIFICATIONS

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- Certified Health Data Analyst (CHDA) 📅 2021
- Basic Life Support Certification 📅 2023

## TECHNICAL SKILLS

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- **Database Management Systems:** MySQL, Oracle, Access
- **Data Visualization Tools:** Tableau, Microsoft Excel, Power BI
- **Project Management Tools:** Asana, Trello, JIRA
- **Statistical Software:** SPSS, R, SAS
- **Communication Tools:** Slack, Microsoft Teams, Zoom
- **Reporting Tools:** Crystal Reports, SSRS, Google Data Studio
- **Office Productivity Tools:** Microsoft Office Suite, Google Workspace
- **Data Cleaning Tools:** Python, R, OpenRefine
- **Compliance Monitoring Tools:** LogicManager, VComply, COMPLY with Us
- **Data Entry Applications:** Salesforce, ServiceNow, Zoho CRM

## SKILLS

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- Database Management
- Data Analysis
- HIPAA Compliance
- Cross-Functional Collaboration
- Provider Data Management
- Healthcare Regulations
- Data Entry Accuracy
- Problem-Solving Skills
- Research Methodology
- Quarantine Data Handling
- Quality Assurance
- Reporting Techniques
- Client Data Management
- Statistical Software Proficiency
- Operational Improvement
- Contractual Agreement Processing

## PROFESSIONAL AFFILIATIONS

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- Member of the American Health Information Management Association (AHIMA) since 2020.
- Participated in community health data collaborative efforts through local initiatives.

## LANGUAGES

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- English (Native)
- Spanish (Intermediate)

## ADDITIONAL INFORMATION

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**Work Status** : Authorized to work in United States. No sponsorship required.

## REFERENCES

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AVAILABLE ON REQUEST