

Rahaf Abdulaziz Alshehri

Technician-Health Informatics

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PROFESSIONAL SUMMARY

Medical Records Technician specialized in health information management and clinical documentation. Experienced in maintaining accurate patient records, managing HIS systems, and ensuring compliance with MOH standards.

EDUCATION

Diploma in Medical Records Technology, University of Tabuk 2017 – 2021

WORK HISTORY

Medical Information Technician, Tabuk Al-Ahli Hospital 2021 – 2025 | Full-Time

- Assisted physicians in clinics with technical support and patient file management.
- Maintained accurate and up-to-date patient medical records.
- Ensured compliance with MOH standards.
- Optimized HIS data entry and prepared timely reports.
- Coordinated with insurance providers for claim verification and coverage checks.

Medical Information Technician, Al-Khalidiya Primary Health Center Sep 2020 – Mar 2021 | Internship

- Assisted in managing patient records and maintaining clinic documentation workflows.
- Performed accurate data entry, generated reports, and organized patient files for administrative operations.
- Utilized the Sehaty platform for updating and managing patient information.

CERTIFICATES

OSHA Occupational Safety & Health — Tabuk Chamber

Health Information Systems & Data Solutions — SCFHS

ISO 9001 Quality Management — Tabuk Chamber

Conference on Updates in Psychiatry — KSAFH

Data Entry Skills — IPTC

CPR (BLS) & First Aid

SKILLS

- Medical Records Management
- Data Accuracy & Verification
- Patient File Archiving
- Health Information Systems (HIS)
- Report Preparation
- Communication & coordination

CLASSIFICATIONS

Health Classification, Saudi Commission for Health Specialties

Basic Volunteer, Saudi Red Crescent Authority

LANGUAGES

English

Arabic