



# Cory (Riley) Black

 cory.blackjr@gmail.com

 (772) 985-6110

 Port St Lucie, United States  
34953

## SKILLS

- Records Management  
Health Information Systems (HIS)
- Clerical Skills
- Foundations of Cybersecurity
- Assets, Threats, and Vulnerabilities
- Connect and Protect: Networks and Network Security
- Automate Cybersecurity Tasks with Python
- Play It Safe: Manage Security Risks
- Critical Thinking
- Enterprise Architecture
- Production Work
- Linux Command-Line

## EDUCATION

Indian River State College  
Fort Pierce - 10/2020

- Technical Certificate: Graphic Design
- Deans List: Spring 2020
- 4.1 GPA

Acceleration Academy  
Port St Lucie - 01/2019

- High School Diploma

## CERTIFICATIONS

- Google Cybersecurity Specilization  
- Coursera

## PROFESSIONAL SUMMARY

My name is Cory (but I go by Riley).

- I am passionate and driven about learning and adapting to new situations.
- I enjoy solving puzzles and tinkering with new technology.

## WEBSITES, PORTFOLIOS, PROFILES

- [www.linkedin.com/in/cory-blackjr](http://www.linkedin.com/in/cory-blackjr)
- [www.rileymeta.com](http://www.rileymeta.com)

## WORK HISTORY

Medical Records Clerk|TREASURE COAST ASC, LLC  
Port St Lucie, United States - May 2023 - Current

- Obtained necessary signatures on information release forms to obtain medical and treatment records from other service providers.
- Maintained patient confidence by keeping patient records information confidential.
- Processed medical records requests from outside providers according to facility, state, and federal law.
- Maintained patient records in compliance with security regulations.
- Developed and maintained organized filing system for medical records to adhere to HIPAA regulations.
- Maintained patient records systems by archiving, scanning and indexing important documents and files.
- Responded to patient inquiries to provide information and details of medical records.
- Reviewed charts and flagged incomplete or inaccurate information.
- Maintained confidentiality of all medical records and sensitive information to comply with HIPAA regulations.
- Scanned medical records in digital format for easy retrieval and accessibility.
- Reviewed medical records for completeness and filed records in alphabetic and numeric order.
- Printed and photocopied documents to provide patients with copies of medical records.
- Followed up with medical staff regarding missing information in patient records.

## HOBBIES

- Software Development
- Linux Server Management
- Front-end Development
- Learning new Coding Languages
- Technical Writing