

DAVID M. QUINTANA

Health Care Information Systems | Paralegal Certificate Candidate | Bilingual (English/Spanish)

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SUMMARY

Health Care Information Systems student graduating August 1, 2026, and incoming Paralegal Certificate candidate, currently completing a health informatics internship at Western States Cancer Research NCORP. Built a Python/Pandas ETL pipeline that extracted, validated, and cleaned more than 9,900 clinical trial documents and 6,800+ patient records, and is now designing the secure SharePoint architecture to house them. Brings several years of healthcare compliance experience preparing, auditing, and translating Medicaid/Medicare and medical-legal documentation under HIPAA and state audit requirements. CITI Program trained in FDA Good Clinical Practice and HIPAA. Pursuing a career in healthcare regulatory compliance, pairing clinical data governance with formal paralegal training.

EDUCATION

B.S., Health Care Information Systems (HCIS) Graduating August 1, 2026

Metropolitan State University of Denver

- **Activities/Honors:** National Society for Leadership and Success (NSLS), MSU Denver Chapter

Paralegal Certificate Program August – December 2026

Center for Legal Studies, MSU Denver — enrolled, beginning mid-August 2026

PROFESSIONAL EXPERIENCE

Health Information Systems Intern May 2026 – Present

Western States Cancer Research NCORP Denver, CO

Hybrid (20 hrs/week, including remote hours Mondays and Fridays)

- Built and ran a Python/Pandas ETL pipeline that extracted, validated, and cleaned over 9,900 clinical trial documents and 6,800+ patient records in preparation for a controlled SharePoint migration.
- Developed system-to-system crosswalks to programmatically resolve ID mismatches across legacy databases; currently analyzing pipeline outputs to verify results before migration.
- Designing the secure SharePoint directory architecture — folder-level governance, metadata structure, permissions, and version control — as the final phase of the internship.
- Tested all scripts in an isolated sandbox environment to protect Protected Health Information (PHI) and confirm HIPAA Security Rule adherence before any production deployment.
- Completed CITI Program training in FDA Good Clinical Practice, biomedical research, and HIPAA for research as a condition of the role.

Founder & Web Developer / Translator Jan 2026 – Present

Servicios Quintana LLC Castle Rock, CO

- Direct a bilingual administrative agency providing Medicaid/Medicare system navigation, healthcare document preparation, and commissioned mobile notary services.
- Prepare, translate, and review complex medical, legal, and government forms for accuracy and completeness before submission.
- Build secure, translation-friendly web tools and client intake platforms using JavaScript, HTML5, and CSS3 to WCAG 2.1 AA accessibility standards.

Medicaid LTC Specialist Jan 2019 – Dec 2021

Advanced Patient Advocacy (APA) Colorado Hospitals

- Evaluated and submitted medical and financial documentation for Long-Term Care (LTC) Medicaid across several major healthcare systems, verifying completeness against state eligibility criteria.
- Handled sensitive clinical, legal, and financial records in compliance with state audits and HIPAA regulations.

LTC Application Support 2021 – 2022

InnovAge – PACE Program Colorado

- Managed PACE regulatory and eligibility paperwork for Spanish-speaking seniors.
- Coordinated clinical and financial review pathways with interdisciplinary healthcare teams to support timely program enrollment.

ACADEMIC & TECHNICAL PROJECTS

- **HL7 Infectious Disease Parser:** Engineered a parser that automates collection and structuring of clinical observation result messages.
- **FHIR Patient Data Converter:** Programmed a Python ETL tool to migrate legacy patient datasets into FHIR-compliant clinical resources.
- **Bilingual Clinical Decision Support Tool:** Coded a pediatric dosage calculator in vanilla JavaScript meeting WCAG 2.1 AA multilingual accessibility standards.

TRAINING, LICENSES & CERTIFICATIONS

CLINICAL RESEARCH & HEALTHCARE COMPLIANCE

- Good Clinical Practice (FDA Focus) – CITI Program (Exp. Jun 2029)
- Clinical Research: An Introduction – CITI Program (Exp. Jun 2029)
- Biomedical Research – Basic/Refresher – CITI Program (Exp. Jun 2029)
- HIPAA for Education and Research – CITI Program (Exp. May 2027)
- 2025 Dementia Four-Hour Training – LeadingAge CO (Nov 2025)
- Commissioned Notary Public & Loan Signing Agent – State of Colorado

DATA & SYSTEMS

- Predictive Analytics: Data Mining – LinkedIn Learning (Feb 2026)
- Introduction to Amazon S3 – AWS Builder Labs (Oct 2025)
- Introduction to Amazon EC2 – AWS Builder Labs (Oct 2025)
- Cybersecurity Awareness – LinkedIn Learning (Sep 2025)
- CompTIA Network+ Cert Prep – LinkedIn Learning (Mar/Apr 2025)

SKILLS

Healthcare Data & Standards: HL7, HL7 FHIR (R4), EHR/EMR record structures, data dictionaries, CTMS data mapping, database reconciliation

Programming & Data: Python (Pandas/NumPy), SQL, JavaScript (ES6+), HTML5, CSS3, automated data cleaning and validation

Systems & Security: SharePoint governance, AWS IAM and security groups, role-based access controls, version control

Compliance Knowledge: HIPAA Privacy & Security Rules, FDA Good Clinical Practice (CITI trained), Medicaid/Medicare LTC documentation, PHI safeguards

Languages: English (Fluent), Spanish (Fluent) — medical, legal, and technical translation