

RESUMEDS

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MEDICAL CODING SPECIALIST

Focus of Interest: *Hospital*

QUALIFICATIONS PROFILE

Highly analytical, performance-focused, and versatile professional, offering broad-based experience in medical coding across health information industry. Demonstrate expertise in organizing and maintaining patients' health information, medical history, symptoms, examination results, diagnostic tests, and treatment methods in accordance with coding standards and regulations. Leverage in-depth knowledge of various coding classification systems, healthcare trends, and new technologies. Display keen attention to detail and proven ability to multitask in competitive and fast-paced environments. Possess excellent technical proficiency in Microsoft Office Suite (Word, Excel, and PowerPoint), QuickBooks, TruCode, 3M Clinical Coding and Grouping Software, and Quattro Pro.

EDUCATION AND CREDENTIALS

TECHNICAL DIPLOMA IN MEDICAL CODING SPECIALIST: 2014, North Central Technical College | Wausau, WI

TECHNICAL DIPLOMA IN MEDICAL ASSISTANT: 2012, North Central Technical College | Wausau, WI

Cardiopulmonary Resuscitation (CPR), Valid Until: 2015, American Heart Association

Certified Medical Assistant (CMA): 2013, American Association of Medical Assistants (AAMA)

SUMMARY OF EXPERIENCE

MEDICAL CODING

- Gained hands-on experience in evaluating and coding medical documentation across healthcare facilities and environment.
- Expertly translated medical document to numeric codes, in collaboration with physicians and healthcare providers.
- Acquired strong command of coding systems in classifying and encoding diagnostics and procedural codes.

HOSPITAL AND HEALTH CARE INVOLVEMENT

- Rendered assistance to doctors in evaluating patients' care needs; prioritized treatment to maintain efficient patient flow and cycle; and updated files and patients' charts.
- Gathered necessary medical information by interviewing clients, measuring their vital signs, and performing venipuncture.
- Guaranteed strict compliance with evidence-based medicine standards and associated clinical procedures
- Leveraged comprehensive expertise in operating principles, major issues, governmental regulations, and code of ethics in the healthcare industry.

ADMINISTRATION AND PEOPLE DEVELOPMENT

- Maintained harmonious and productive relationship with patients and colleagues while performing numerous assigned administrative and healthcare tasks.
- Rendered expert oversight to six employees while fulfilling administrative duties, including payroll preparation, scheduling, account receivables/payables, and inventory management.

WORK CHRONOLOGY

OWNER, RESUMEDS ■ LOS ANGELES, CA	1996–PRESENT
MEDICAL CODING EXTERN, RESUMEDS ■ LOS ANGELES, CA	2014
MEDICAL ASSISTANT MEDICAL ASSISTANT EXTERN, RESUMEDS ■ LOS ANGELES, CA	2012
OWNER, RESUMEDS ■ LOS ANGELES, CA	2005–2011
INVENTORY CONTROL, RESUMEDS ■ LOS ANGELES, CA	1992–1998

PROFESSIONAL DEVELOPMENT

International Classification of Diseases, 9th Revision, Clinical Modification (ICD-9-CM)
International Classification of Diseases, 10th Revision, Clinical Modification (ICD-10-CM)
International Classification of Diseases, 10th Revision, Procedure Coding System (ICD-10-PCS)
CMA EU Seminars | Amphion Medical Solutions ICD-9 Boot Camp Training

COMMUNITY INVOLVEMENT

Kippenberg Creek for Kids and Ronald McDonald House