

**First Name, Last Name, Credentials**  
**Anywhere, USA | Phone Number | Email**

***Health Information Management Professional***

**Summary**

More than 30 years of experience in Health Information Management including consulting, employee development, departmental management, and quality improvement. Strong career focus in acute care hospitals to enhance productivity, quality and exceed expected standards. Expert in coding compliance, training, mentoring, policy development, and employee management, with special talent and interest in contributing to the success of others.

**Skills and Key Strengths**

- √ **Expert in ICD-10 Coding**
- √ **Problem Solver**
- √ **Highly Organized and Responsible**
- √ **Advanced Education**
- √ **Managed Virtual Employees**
- √ **Certified RHIA and CCS**
- √ **Enjoys Research and Learning**
- √ **Exceptional Communicator**
- √ **Upbeat, Friendly, and Positive**
- √ **Motivator and Mentor**
- √ **Skilled in Electronic Health Records**
- √ **Hands-on Project Manager**

**Professional Experience and Career Progression**

**Name of Hospital**  
**Title of Job**

Date to Present

Educate Hospital Coders and Clinical Documentation Specialists in ICD-10 guidelines and conventions. Analyze documentation and coding integrity to evaluate risk and promote cross functional relationships amongst staff.

- √ Update Coders and CDS staff with new information published in Coding Clinic and/or other coding resources.
- √ Review insurance denials and advise HIM Coding Manager with potential responses to validate coding.
- √ Provide feedback regarding potential compliance issues related to coding and physician documentation.
- √ Conduct random audits periodically for all hospital coders and provide feedback and education accordingly.
- √ Validate coding and DRG assignments for hospital coders.

**Employer Name**  
**Title of Job**

Dates of Employment

Contributed to a multi-faceted team in a dynamic environment with expertise in all aspects of Health Information Management, providing healthcare clients value-based consulting in revenue capture and compliance.

- √ Educated and trained hospital coders to accurately apply their skills to aid in improving hospital compliance rates and optimize reimbursement.
- √ Travelled to multiple hospitals throughout the United States to transform end users to become efficient and effective users of coding software.
- √ Provided analysis of coding audit results and recommend focus areas for compliance audits.
- √ Trained and graduated 17 new coders to become productive hospital coders for a multi-hospital system.

**Employer Name**  
**Title of Job**

Dates of Employment

Promoted from Coding Coordinator to Coding Manager within one year to oversee and supervise corporate enterprise coders in a multi-facility health system. Provided expertise in coding compliance, virtual management and ensured optimization in both productivity and revenue generation.

- √ Successfully recruited and trained new employees for enterprise corporate pool of coders serving 18 hospitals.
- √ Conceptualized performance improvement by analyzing data from compliance audit results and implemented focused education topics for coders.
- √ Collaborated with program managers and assisted with implementing ICD-10 training program for all enterprise coders.

**Employer Name**  
**Title of Job**

Dates of Employment

- √ Coordinated client-based teams focusing on helping clients achieve optimal coding accuracy and compliance through regular coding reviews and relevant staff education.
- √ Promoted hospital compliance success rates by providing coding compliance audits and education to clients.
- √ Tailored and facilitated coding compliance education to company staff to enhance expertise and improve accuracy through annual meetings, audio-conferences and newsletters.

**Education**

**XXX University**  
Masters in Specialty

**XXY University**  
B.S. Specialty Area of Study