



Caroline Morris

Certified Outpatient Medical Coder

📞 (512) 555-1234 ✉ caroline.morris@example.com

🌐 linkedin.com/in/carolinemorris 📍 123 Medical Lane, Austin, TX 73301

STRENGTHS

- 💡 **Strong Analytical Skills**
Problem-solving around complex coding scenarios proactively earned recognition among peers.
- 🗨️ **Effective Communication**
Interaction with medical teams nurtured cooperative relationships, fostering trust and teamwork.
- 📖 **Adaptable Learner**
Pursuit of ever-evolving coding standards shows commitment to continued personal growth.
- 🔍 **Attention to Detail**
Consistently verifying documentation conditions resulted in significantly fewer errors.
- 👥 **Team Collaboration**
Effectively working with cross-functional teams supports improvement in patient services.

SKILLS

Medical Coding ICD-CM HCPCS
CPT Documentation Review
Compliance Auditing Training
Regulatory Knowledge
Healthcare Regulations
Procedure Coding
Diagnosis Coding Data Entry
Ethical Coding
Discrepancy Identification

LANGUAGES

English Native

SUMMARY

Dedicated Certified Outpatient Medical Coder with over three years of extensive experience in medical coding and auditing for diverse specialties. At HealthFirst Coding Solutions, accuracy and compliance with coding standards have become second nature through rigorous assignment of diagnosis, procedure, and supply codes. Collaboration with healthcare professionals fosters the resolution of documentation discrepancies, ensuring effective communication within the team. Continuous engagement in professional development helps maintain knowledge of evolving regulations and practices. Eager to contribute expertise in ICD-CM, HCPCS, and CPT coding systems, promoting accuracy and compliance at HealthTech Solutions.

EXPERIENCE

Certified Medical Coder

HealthFirst Coding Solutions 📅 February 2023 - Present 📍 Remote, TX

In the role of Certified Medical Coder, manage outpatient medical records meticulously while implementing major coding updates across multiple specialties. Drive successful compliance initiatives through effective collaboration with clinical staff, enforcing compliance protocols rigorously.

- Assign accurate diagnosis codes, consistently maintaining standards for timely documentation.
- Proactively monitor changing medical coding regulations, adapting processes accordingly.
- Work closely with clinical teams to clarify ambiguous documentation, enhancing overall quality.
- Conduct audits on current coding processes, identifying areas for immediate improvement.
- Provide comprehensive training to new coders about compliance and implemented best practices.
- Collaborate on the creation of user-friendly coding education materials, supporting ongoing learning.

Junior Medical Coder

MediCoders Inc. 📅 June 2021 - January 2023 📍 Remote, TX

Served as Junior Medical Coder, refining coding skills in a fast-paced environment alongside seasoned professionals. Focus on effective auditing and instruction has led to greater compliance levels.

- Supported coding efforts by consistently applying guidelines in various specialty domains.
- Participated in thorough audits, contributing valuable insights that significantly enhanced compliance metrics.
- Communicated effectively with physicians regarding documentation expectations and improvement strategies.
- Engaged in continuous professionalism through skill-enhancing workshops and certifications.
- Assisted the coding team in improving process efficiency through resourceful suggestions and actions.
- Handled documentation queries from providers, ensuring flexible and informative resolutions.

Medical Coding Intern

Training & Certification Academy 📅 January 2021 - May 2021 📍 Austin, TX

Completed foundational training in medical coding principles while actively engaging in hands-on learning through case studies. This practical exposure cemented a firm grasp of relevant coding techniques.

- Gained in-depth knowledge of ICD-10-CM and CPT coding through structured coursework.
- Assisted in coding audits and played an integral part in value-added documentation projects.
- Participated in group exercises designed to sharpen coding proficiency and analytical skills.
- Developed comprehensive understanding of medical terminology and regulatory requirements.
- Collaborated on capstone projects simulating real-world scenarios related to medical coding.

MY CAREER



- Certified Medical Coder at HealthFirst Coding Solutions (3.4 Years)
- Junior Medical Coder at MediCoders Inc. (1.6 Years)
- Medical Coding Intern at Training & Certification Academy (4 Months)

- Contributed insight during program discussions to improve future training resources.

LEADERSHIP & AWARDS

- Excellence Award in Healthcare Compliance, 2024
- Outstanding Contribution to Coding Accuracy, 2023

EDUCATION

Associate Degree in Health Information Technology
Austin Community College 🎓 GPA: 3.5 📅 2021 📍 Austin, TX
Coursework: Medical Terminology, Health Data Standards, Healthcare Coding, Health Information Management

CERTIFICATIONS

- Certified Professional Coder (CPC) 📅 2023
- Certified Evaluation and Management Auditor (CEMA) 📅 2023

TECHNICAL SKILLS

- **Coding Systems:** ICD-CM, HCPCS, CPT
- **Regulatory Frameworks:** HIPAA, CMS Guidelines, AMA Guidelines
- **Software Tools:** 3M HIS, Optum360, Microsoft Office Suite
- **Auditing Techniques:** Internal Audits, External Compliance Reviews, Documentation Audits
- **Training Methods:** Mentorship, Workshops, Online Training Modules
- **Communication Tools:** Email, Video Conferencing, Collaboration Platforms
- **Documentation Standards:** CMS Requirements, Joint Commission Standards, State Laws
- **Healthcare Terminology:** Anatomy, Pathophysiology, Medical Procedures
- **Quality Assurance:** Process Improvement, Continual Feedback, Performance Metrics
- **Team Building:** Cross-functional Teams, Staff Empowerment, Mentorship Programs

PROFESSIONAL AFFILIATIONS

- Member, American Academy of Professional Coders
- Volunteer, Local Community Health Clinic

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST