

# Stella Sparks

## Coding Representative

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### STRENGTHS

- 🎯 **Attention to Detail**  
Practiced keen attention throughout the coding process, earning recognition from peers for accuracy.
- 💬 **Effective Communication**  
Fostered communication between coding teams and healthcare staff, earning trust among colleagues.
- 😊 **Customer Service Focus**  
Consistently maintained a patient-first mindset, leading to exemplary service feedback.
- 👥 **Team Collaboration**  
Worked in team settings that emphasized collaboration, becoming a go-to resource for assistance.
- 🔄 **Adaptability**  
Embraced new coding regulations with enthusiasm, reassuring colleagues during transitions.

### SKILLS

| <u>ICD-10-CM</u>               | <u>ICD-10-PCS</u>      |
|--------------------------------|------------------------|
| <u>Medical Terminology</u>     | <u>Data Entry</u>      |
| <u>Customer Service</u>        |                        |
| <u>Compliance Audits</u>       |                        |
| <u>Healthcare Regulation</u>   |                        |
| <u>Documentation Review</u>    |                        |
| <u>Client Relations</u>        |                        |
| <u>Training Development</u>    |                        |
| <u>Performance Improvement</u> |                        |
| <u>Team Leadership</u>         | <u>Problem Solving</u> |
| <u>Patient Documentation</u>   |                        |
| <u>Quality Assurance</u>       |                        |

### SUMMARY

Committed Coding Representative with over two years of experience in medical coding, specializing in ICD-10-CM and ICD-10-PCS systems. Proven expertise stems from engaging with healthcare professionals to ensure accuracy in patient records while providing outstanding customer service. Adept at interpreting regulatory guidelines and maintaining a thorough understanding of coding processes. Passionate about continuous improvement and education, actively embracing changes within the industry to enhance efficiency. Thrives in collaborative settings, actively supporting a positive environment for peers through training and knowledge sharing.

### EXPERIENCE

#### Coding Specialist

HealthTech Services 📅 June 2025 - Present 📍 Cincinnati, OH

Oversee medical coding processes as a Coding Specialist at HealthTech Services. Collaborates with healthcare providers and ensures high standards of patient data accuracy and compliance with ICD-10 guidelines.

- Conducted comprehensive reviews of medical records, leading to a marked decrease in coding errors.
- Enhanced documentation review processes by building strong relationships with healthcare providers.
- Provided orientation and ongoing education to new team members, fostering skills in coding practices.
- Implemented efficient data entry techniques that streamlined patient information retrieval.
- Participated actively in workshops related to changes in coding standards, ensuring up-to-date compliance.
- Maintained exceptional service delivery scoring positive feedback from diverse stakeholders.

#### Junior Coding Analyst

MediCode Solutions 📅 January 2024 - May 2025 📍 Cincinnati, OH

Functioned as a Junior Coding Analyst focusing on accurate support for coding practices within MediCode Solutions, contributing meaningfully toward team efficiency and operational improvements.

- Supported daily coding efforts, assisting in maintaining accurate and compliant diagnoses documentation.
- Facilitated regular audits to uphold compliance with coding guidelines, enhancing overall practice accuracy.
- Engaged continuously in skill enhancement activities to improve coding effectiveness.
- Collaborated with colleagues to revamp workflow, achieving reduced record turnaround time.
- Documented discrepancies proactively, enabling swift resolutions for critical coding challenges.
- Created a reference guide to assist new hires, elevating onboarding experiences significantly.

### LEADERSHIP & AWARDS

- Dean's List, Cincinnati State Technical and Community College, 2023

### EDUCATION

#### Associate of Applied Science in Health Information Technology

Cincinnati State Technical and Community College 🎓 GPA: 3.8 📅 2024 📍 Cincinnati, OH

**Coursework:** Medical Coding, Health Informatics, Healthcare Law, Data Management

LANGUAGES



MY CAREER



- Coding Specialist at HealthTech Services (1.1 Years)
- Junior Coding Analyst at MediCode Solutions (1.3 Years)

CERTIFICATIONS

- Certified Coding Associate (CCA) 2025
- HIPAA Compliance Training 2025

TECHNICAL SKILLS

- Coding Systems:** ICD-10-CM, ICD-10-PCS, CPT
- Data Management Tools:** Electronic Health Records, Document Management, Data Entry Software
- Regulatory Standards:** HIPAA, OSHA, Meaningful Use
- Auditing Techniques:** CRA, ACA, Internal Audits
- Communication Platforms:** Email, Team Collaboration Tools, EHR Messaging Systems
- Evaluation Criteria:** Accuracy Assessment, Quality Reviews, Compliance Tracking
- Technical Writing:** Guidelines, Manuals, Process Documentation
- Professional Development:** Workshops, Training Courses, Certification Programs
- Project Management Tools:** Trello, Asana, JIRA
- Information Security:** Data Security Practices, Incident Reporting, Record Protection

PROFESSIONAL AFFILIATIONS

- Member, Health Information Management Student Association, 2023-2024
- Volunteer, Local Health Fair, providing coding and health information education

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST