

Stella Sparks

Coding Representative

(513) 555-0123 stella.sparks@example.com linkedin.com/in/stellasparks 123 Main St, Cincinnati, OH 45201

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

CERTIFICATIONS

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

LANGUAGES

English	Native
Spanish	Proficient

MY CAREER



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

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