

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

ICD-10-CM ICD-10-PCS

Medical Terminology Data Entry

Customer Service

Compliance Audits

Healthcare Regulation

Documentation Review

Client Relations

Training Development

Performance Improvement

Team Leadership Problem Solving

Patient Documentation

Quality Assurance

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



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