



Stella Sparks

(513) 555-0123 stella.sparks@example.com

linkedin.com/in/stellaspark 123 Main St, Cincinnati, OH 45201

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

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

SKILLS

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

PROFESSIONAL AFFILIATIONS

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

LANGUAGES

- English (Native)
- Spanish (Proficient)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST