

Stella Sparks

(513) 555-0123

stella.sparks@example.com

linkedin.com/in/stellasparks

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

June 2025 - Present

HealthTech Services

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

January 2024 - May 2025

MediCode Solutions

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

2024

Cincinnati State Technical and Community College GPA: 3.8

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
- 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

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