

STRENGTHS

-  **Communication Skills**
Consistently enhanced patient relations by simplifying complex billing information into clear terms.
-  **Time Management**
Prioritized multiple responsibilities seamlessly, leading to consistently met deadlines.
-  **Code Accuracy**
Recognized for precision in medical coding which improved claim acceptance rates substantially.
-  **Team Collaboration**
Effective collaborator, contributing to shared projects with positive feedback from peers.
-  **Adaptability**
Demonstrated flexibility in handling evolving tasks and clarifying changes swiftly with teammates.

SKILLS

- Medical coding HIPAA compliance
- EMR systems
- Patient communication
- Financial reporting
- Time management
- Billing procedures Claim tracking
- Compliance auditing
- Data entry accuracy
- Medical terminology
- Report preparation
- Insurance claim processing
- Patient interaction

SUMMARY

Detail-oriented recent graduate focusing on healthcare administration, particularly in medical coding. Proficient in accurately coding procedures, preparing financial reports, and ensuring full compliance with HIPAA regulations. Demonstrates strong communication skills and excels in time management while striving for accuracy in all billing processes. Emphasis on contributions to a supportive, team-driven work environment that values efficiency and clear patient interactions. Eager to leverage academic knowledge and hands-on project experience to create meaningful impacts in a healthcare setting.

EDUCATION

Bachelor of Science in Healthcare Administration
Springfield University  GPA: 3.8  2026  Springfield, IL
Coursework: Healthcare Policies, Medical Coding, Financial Management, Patient Care Ethics

TECHNICAL SKILLS

- **Coding Standards:** MediClear, ICD-10-CM, CPT
- **Billing Software:** NextGen, Cerner, Epic
- **EMR Systems:** Athenahealth, eClinicalWorks, Allscripts
- **Research Tools:** SPSS, Tableau, Excel
- **Project Management Tools:** Trello, Asana, Microsoft Project
- **Database Management:** SQL, Access, FileMaker Pro
- **Document Management Systems:** Documentum, M-Files, Dropbox
- **Statistical Analysis:** SAS, Stata, R
- **Presentation Tools:** PowerPoint, Canva, Google Slides
- **Collaboration Tools:** Slack, Microsoft Teams, Zoom

EXPERIENCE

- Medical Coder Intern**
HealthCode Solutions  June 2026 - Present  Remote
Facilitated coding accuracy in medical billing as an intern at HealthCode Solutions, enhancing compliancy with healthcare standards. Collaborated remotely while engaging with teams effectively to streamline health records management. Instrumental in improving revenue cycle operations.
- Accurately coded medical procedures for billing and insurance claims, upholding healthcare guidelines.
 - Prepared and submitted financial reports to ensure timely processing by insurance companies.
 - Maintained extensive patient data using EMR systems, significantly increasing data integrity.
 - Tracked outstanding claims and pursued unpaid accounts, noticeably boosting revenue efficiency.
 - Engaged patients in dialogue regarding their balances, enabling the development of effective payment plans.
 - Strictly adhered to HIPAA protocols to protect sensitive patient information throughout coding tasks.
- Health Informatics Capstone**
University Project  January 2026 - May 2026  Springfield, IL
Led a capstone initiative focused on developing efficient billing prototyping to optimize patient data entry systems. Engaged collaboratively with peers to deliver valuable insights into health informatics solutions.
- Developed a prototype billing system, incorporating team feedback for practical application in clinics.

Critical thinking skills

Problem-solving

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Medical Coder Intern at HealthCode Solutions (1 Months)

● Health Informatics Capstone at University Project (4 Months)

● Healthcare Compliance Study at Academic Research (3 Months)

- Executed usability testing garnering a satisfaction rate of 90% from healthcare staff participants.
- Applied MediClear standards ensuring accurate coding practices, greatly reducing billing discrepancies.
- Delivered an impactful final presentation on findings and system recommendations to faculty.
- Compiled comprehensive documentation alongside user manuals, facilitating effective staff training post-implementation.

Healthcare Compliance Study

Academic Research 📅 September 2025 - December 2025 📍 Springfield, IL

Conducted thorough research examining HIPAA compliance across various providers, ultimately presenting coherent findings that contributed to ongoing academic discussions within compliance strengthening.

- Analyzed survey responses of 100 providers regarding their adherence to HIPAA regulations.
- Presented research outcomes during a university symposium, fostering interest and learning opportunities.
- Employed statistical software to measure the efficacy of training programs on compliance.
- Collaboratively published resultant findings in a recognized university journal, enhancing community engagement with research magic.

LEADERSHIP & AWARDS

- Dean's List, Springfield University, 2024
- Dean's List, Springfield University, 2025

CERTIFICATIONS

- MediClear Compliance Credential 📅 2026

PROFESSIONAL AFFILIATIONS

- Member, Healthcare Administration Society, Springfield University
- Volunteer, Local Health Fair Committee

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST