

# Sophia Mitchell

## Inpatient Coder - Clinical Data Analyst

(303) 555-0192

sophia.mitchell@example.com

linkedin.com/in/sophiamitchell

4567 Oak Street, Denver, CO 80203

### STRENGTHS

- Analytical Thinking**  
Expert at evaluating medical data and creating meaningful conclusions contributing to better outcomes. Can dissect complex issues with ease and insight.
- Attention to Detail**  
Accurate coder who evaluates every detail of records diligently. Developed a reputation for exceptional scrutiny and focus.
- Confidentiality**  
Strong commitment to safeguarding patient information meticulously. Teamed up effectively with departments to ensure compliance meets confidentiality standards.
- Effective Communication**  
Translate complex coding specifications into simple terms for all stakeholders. Organized meetings which bridged understanding between coders and medical staff.
- Continuous Learning**  
Dedicated to staying updated with advanced trends in health management. Regularly engaged in workshops and seminars boosting acquired knowledge.

### SKILLS

ICD-10-CM CPT Coding

DRG Assignment

Medical Records Management

JCAHO Standards

Electronic Health Records (EHR)

Data Abstracting

Regulatory Compliance

Clinical Documentation

Healthcare Communication

Performance Metrics

### SUMMARY

Health information management professional dedicated to improving patient care. Over five years coding and abstracting medical records for optimal reimbursement and quality reporting. Expertise in ICD-10-CM/PCS and CPT coding due to strong preference for compliance and accuracy with DRG systems and federal regulations. Effective collaborator, interacting consistently with healthcare providers to enhance documentation correctness. Committed to confidentiality and uphold medical-legal standards. Will contribute full potential to streamline processes within a leading academic healthcare system. Excited to further develop skills in an environment that values precision and teamwork.

### EXPERIENCE

#### Inpatient Coder - Clinical Data Analyst

HealthCare Innovations 📅 January 2021 - Present 📍 Remote

Facilitated efficient reimbursement by coding and abstracting diagnoses from inpatient and outpatient medical records while working remotely. Maintained quality assurance across various documents. Engaged directly with clinical teams and improved overall record accuracy through strategic collaboration.

- Conducted thorough coding and abstraction aligning with established guidelines for timely reimbursement.
- Managed assignments of ICD-10-CM/PCS codes for inpatient accounts, ensuring optimal processing and compliance.
- Enhanced documentation clarity by facilitating discussions between clinical staff and providers.
- Maintained ongoing education in adherence to American Health Information Management Association (AHIMA) requirements.

#### Health Information Technician

MedRecord Solutions 📅 June 2018 - December 2020 📍 Aurora, CO

Supported the coding and abstracting process vital for maintaining accurate patient records. Engaged proactively with documentation reviews, collaborated with clinicians, and upheld strict adherence to legal regulations. Contributed critically to operational enhancements focused on compliance.

- Reviewed patient records regularly, ensuring completeness in accordance with ICD-10-CM/PCS and CPT standards.
- Engaged effectively with healthcare providers for clarification regarding documentation necessities.
- Promoted collaborative efforts to improve coding standards among departmental team members.
- Executed quality checks across all coding activities for enhanced organizational objectives.

### LEADERSHIP & AWARDS

- 2019 AHIMA Leadership Award recipient for contributions to health information management best practices.
- Recognized as Employee of the Month (March 2020) for exceptional performance in coding accuracy.

### EDUCATION

#### Bachelor's Degree in Health Information Management

University of Colorado Denver 🎓 GPA: 3.8 📅 2018 📍 Denver, CO

**Coursework:** Health Informatics, Medical Coding, Healthcare Regulations, Clinical Documentation Improvement

Patient Care Coordination

Documentation Audits

Coding Accuracy Improvement

Professional Development

Data Analysis

## LANGUAGES

English Native

Spanish Intermediate

## MY CAREER



● Inpatient Coder - Clinical Data Analyst at HealthCare Innovations (5.3 Years)

● Health Information Technician at MedRecord Solutions (2.5 Years)

## CERTIFICATIONS

- Certified Coding Specialist (CCS) 📅 2020
- Registered Health Information Technician (RHIT) 📅 2019

## TECHNICAL SKILLS

- **Hospital Information Systems:** Epic, Cerner, Meditech
- **Electronic Health Records:** Allscripts, Athenahealth, NextGen
- **Coding Beyond Compliance:** AHIMA Standards, Medicare Regulations, Medicaid Guidelines
- **Review Methodologies:** Peer Review Techniques, Inter-rater Reliability Assessment, Audit Suggestions
- **Encoding Tools:** 3M Encoder, Optum360, TruCode
- **Statistical Reporting:** SPSS, SAS, Tableau
- **Continuous Education Tools:** Webinars, Online Courses, Workshops
- **Document Management Software:** DocuWare, M-Files, SharePoint
- **Project Management:** JIRA, Trello, MS Project
- **Communication Platforms:** Slack, Microsoft Teams, Zoom

## PROFESSIONAL AFFILIATIONS

- Active member of the American Health Information Management Association (AHIMA).
- Association for Managers of Information Systems member to promote collaborative learning.

## ADDITIONAL INFORMATION

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

## REFERENCES

AVAILABLE ON REQUEST