

# Sophia Mitchell

(303) 555-0192

sophia.mitchell@example.com

linkedin.com/in/sophiamitchell

4567 Oak Street, Denver, CO 80203

## 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

January 2021 - Present

HealthCare Innovations

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

June 2018 - December 2020

MedRecord Solutions

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

2018

University of Colorado Denver GPA: 3.8

Denver, CO

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

## 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

## 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
- Patient Care Coordination
- Documentation Audits
- Coding Accuracy Improvement
- Professional Development
- Data Analysis

## PROFESSIONAL AFFILIATIONS

---

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

## LANGUAGES

---

- English (Native)
- Spanish (Intermediate)

## ADDITIONAL INFORMATION

---

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

## REFERENCES

---

AVAILABLE ON REQUEST