

# Diana Keith

## Medical Coder II

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### STRENGTHS

- 🗨️ **Effective Communicator**  
Facilitated open dialogue with healthcare teams to enhance clarity in coding information; peers often recognized contributions towards resolving complex coding issues.
- 💡 **Innovative Problem Solver**  
Developed solutions to daily challenges in coding practices, becoming go-to resource among colleagues when difficulties arose.
- ✅ **Detail-Oriented**  
Evaluated every medical entry for thorough accuracy; garnered appreciation from supervisors for precision in high-volume environments.
- 👤 **Adaptive Trainer**  
Transformed training materials based on real-world scenarios boosting comprehension and performance of newly added team members.
- 👥 **Resilient Team Player**  
Engaged whole-heartedly with diverse teams; peers frequently sought advice on tough coding problems, underscoring cooperative spirit.

### SKILLS

ICD-10   CPT Coding

Medical Billing

Healthcare Regulations

Data Analysis

Effective Communication

Problem-Solving

Patient Confidentiality

### SUMMARY

Experienced medical coder with over 3 years optimizing reimbursement through precise coding and evaluation of medical records. Proficient in ICD-10 and CPT codes, ensuring compliance with healthcare regulations while maintaining patient confidentiality. Established strong communication channels with healthcare providers to resolve coding issues efficiently. Dedicated to continuous improvement through collaboration with teams and regular audits that enhance accuracy and efficiency. Known for providing effective training to new staff, promoting teamwork and collective success within departments. Excited about opportunities to further refine skills and contribute positively to healthcare environments.

### EXPERIENCE

#### Medical Coder II

HealthCare Innovations 📅 January 2025 - Present 📍 Atlanta, GA

Responsible for overseeing coding practices across various healthcare documents within a bustling environment. Coordinated closely with healthcare staff to enhance understanding of coding standards and minimize discrepancies during the billing cycle.

- Evaluate and code over 300 medical records weekly, achieving optimized reimbursement levels through rigorous compliance.
- Train new coding professionals, enhancing team efficiency by improving onboarding methods and maintaining high-quality output.
- Collaborate effectively with healthcare providers, resulting in quicker resolution of coding queries and fewer claim denials.
- Conduct routine audits of coding processes, ensuring alignment with CMS standards which leads to heightened reporting accuracy.
- Develop and implement updated coding guidelines reflecting current medical standards, facilitating ongoing professional development.
- Prioritize patient confidentiality while adhering to ethical documentation practices throughout all coding activities.

#### Medical Coder I

MediCode Solutions 📅 June 2023 - December 2024 📍 Macon, GA

Worked within an innovative team dedicated to enhancing medical billing protocols and coding accuracies. Gained vast experience managing coding systems against strict timeline constraints.

- Executed initial medical record coding to ensure seamless billing operations supporting physician services effectively.
- Assisted in the transition towards new coding software, elevating productivity and efficiency among team members.
- Addressed coding discrepancies through collaborative discussions and thorough research methods.
- Maintained knowledge of ICD-10 and CPT coding guidelines, resulting in decreased errors in submissions.
- Supported revenue cycle management discussions, clarifying how coding influences financial outcomes for the organization.
- Participated actively in continuing education sessions to preserve certification and advance skills pertinent to coding excellence.

### LEADERSHIP & AWARDS

- Certified Coding Specialist (CCS) awarded by AHIMA, received in 2025.

Team Collaboration

Audit Processes

Training and Development

Revenue Cycle Knowledge

Healthcare Reimbursement Practices

Software Implementation

Coding Guidelines Compliance

## LANGUAGES

English Native

Spanish Intermediate

## MY CAREER



● Medical Coder II at HealthCare Innovations (1.5 Years)

● Medical Coder I at MediCode Solutions (1.5 Years)

- Recognition as 'Top Performer' due to consistent excellence in coding accuracy at HealthCare Innovations, 2026.

## EDUCATION

### Certificate in Medical Coding

Georgia State University 🎓 GPA: 4.0 📅 2023 📍 Atlanta, GA

**Coursework:** ICD-10, CPT, Healthcare Law, Ethics in Medicine

## CERTIFICATIONS

- Certified Coding Specialist (CCS) 📅 2025
- Basic Life Support (BLS) 📅 2026

## TECHNICAL SKILLS

- **Coding Standards:** ICD-10, CPT, HCPCS
- **Regulatory Knowledge:** Medicare, Medicaid, Healthcare Compliance
- **Billing Procedures:** Charge Master, Claim Submissions, Balancing Adjustments
- **Auditing Tools:** CMS Regulations, Internal Audits, Reporting Templates
- **Software Expertise:** Epic, Cerner, MedAdept
- **Communication Skills:** Interdepartmental Liaison, Conflict Resolution, Documentation
- **Analytical Skills:** Data Visualization, Performance Metrics, Quality Assurance
- **Educational Courses:** Continuing Education, Coding Workshops, Policy Training
- **Technological Proficiency:** Microsoft Office, Google Workspace, Cloud Software
- **Customer Service:** Client Interactions, Provider Relations, Stakeholder Engagement

## PROFESSIONAL AFFILIATIONS

- Active member of the American Health Information Management Association (AHIMA).
- Participant in online workshops focused on advancements in medical coding and billing technologies.

## ADDITIONAL INFORMATION

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

## REFERENCES

AVAILABLE ON REQUEST