

Cecilia Simpson

Medical Coding Auditor

(217) 555-0123 cecilia.simpson@email.com linkedin.com/in/ceciliasimpson 123 Main Street, Springfield, IL 62701

STRENGTHS

- ✓ **Attention to Detail**
Spot nuances in complex medical records consistently, which enhances coding accuracy during audits.
- 🔍 **Analytical Skills**
Interpreting diverse clinical data supports informed decision-making around medical coding procedures.
- 🗣️ **Communication Skills**
Transmitted critical corrections efficiently between stakeholders, promoting seamless understanding across teams.
- 🔄 **Adaptability**
Easily adjusted processes based on changing regulations within the industry while maintaining clear focus.
- 👥 **Cooperation**
Embarked collaboratively with interdisciplinary teams, fostering an atmosphere of growth and mutual support.

SKILLS

- Medical Coding
- CPT/HCPCS Coding ICD-10
- Auditing Microsoft Office
- Data Analysis Attention to Detail
- Communication Skills
- Clinical Documentation
- Confidentiality Problem Solving
- Database Management
- Healthcare Regulations
- Workflow Optimization
- Performance Improvement

SUMMARY

Detail-oriented Medical Coding Auditor specializing in auditing Evaluation and Management services within healthcare settings. Excels at reviewing medical documentation to ensure compliance with CPT and ICD-10 coding standards, cultivating strong analytical skills to maintain patient confidentiality while achieving accurate coding results. Proficient in employing various coding resources and encoders as well as Microsoft Office applications to enhance workflow efficiency. Driven by a passion for contributing positively to healthcare services through meticulous auditing practices. Eager for opportunities to further improve patient outcomes together with dedicated teams.

EXPERIENCE

Medical Coding Auditor

Health Auditors LLC 📅 June 2022 - Present 📍 Chicago, IL

Lead audits on medical claims while ensuring adherence to coding guidelines within a collaborative team-focused environment. Actively work on clarifying discrepancies with providers, supporting consistent workflow improvements across departments. Engage in ongoing education to uphold up-to-date knowledge on CPT and ICD-10 principles.

- Conduct thorough audits of medical claims, confirming compliance with established coding guidelines.
- Analyze clinical indicators related to Evaluation and Management services to optimize coding accuracy.
- Utilize coding software and encoders effectively, allowing for a significant reduction in overall coding errors.
- Collaborate with healthcare professionals when resolving medical information inquiries, enhancing communication.
- Sustain knowledge of coding protocols through dedicated professional development opportunities.
- Deliver valuable feedback to coding staff that has driven improvement in departmental accuracy.

Medical Coding Specialist

Quality Care Group 📅 January 2018 - May 2022 📍 Peoria, IL

Responsible for assessing and coding medical records accurately in compliance with industry standards while managing several priorities in a fast-paced environment. Developed internal processes to streamline operations and trained new hires effectively.

- Conducted thorough reviews of medical records to assign appropriate coding for diverse healthcare services.
- Created training materials to elevate onboarding for new staff members significantly.
- Managed competing workloads while prioritizing patient confidentiality with unwavering diligence.
- Contributed to the development of internal auditing processes aimed at bolstering operational efficiency.
- Facilitated communication with healthcare providers, promptly addressing coding concerns to improve documentation.
- Engaged in quality assurance initiatives, embedding a culture of continuous enhancement within the organization.

Junior Coding Auditor

Healthcare Coding Solutions 📅 September 2016 - December 2017 📍 Aurora, IL

Supported senior auditors in reviewing medical claims processes to identify issues and recommend enhancements. Focused on maintaining compliance standards and contributed to greater productivity through efficient practices.

- Assisted in processing audits to validate accuracy and adherence to prescribed coding standards.
- Partnered closely with senior team members to enact improvements in coding strategies.

LANGUAGES

English	Native
Spanish	Proficient

MY CAREER



- Medical Coding Auditor at Health Auditors LLC (4.1 Years)
- Medical Coding Specialist at Quality Care Group (4.3 Years)
- Junior Coding Auditor at Healthcare Coding Solutions (1.2 Years)

- Participated diligently in ICD-10 and CPT coding training sessions to assure conformity to current guidelines.
- Conducted preliminary audits highlighting areas needing attention from coding teams.
- Developed a systematic approach to track coding errors that resulted in meaningful progress.
- Supported implementation efforts of advanced coding software, which improved productivity remarkably.

LEADERSHIP & AWARDS

- Dean's List, University of Illinois, 2025

EDUCATION

Bachelor's Degree in Health Information Management
University of Illinois 🎓 GPA: 3.8 📅 2026 📍 Champaign, IL
***Coursework:** Healthcare Systems, Medical Coding, Health Data Analysis, Quality Assurance*

CERTIFICATIONS

- Certified Professional Coder (CPC) 📅 2023
- Registered Health Information Technician (RHIT) 📅 2023

TECHNICAL SKILLS

- **Coding Software:** 3M CodeFinder, Optum360 Encoder, Clintegrity 3M
- **Microsoft Office:** Word, Excel, PowerPoint
- **Regulatory Compliance:** HIPAA, CMS Guidelines, ICD-10-CM
- **Auditing Tools:** InterQual, Milliman, eCriteria
- **Claim Lifecycle Management:** Patient Access, Billing, Reimbursement
- **Data Analysis Techniques:** Statistical Methods, Report Generation, Trend Analysis
- **Training Development:** Onboarding, Workshops, Manuals
- **Healthcare Standards:** AHIMA, AAPC, NCCI
- **Quality Assurance Processes:** Peer Review, Feedback Mechanism, Auditing Protocols
- **Privacy Practices:** Data Encryption, User Access Control, Anonymization

PROFESSIONAL AFFILIATIONS

- Member, Health Information Management Society, 2024 - Present
- Volunteer, Local Health Clinic Coding Initiative, 2023 - Present

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST