

Alina Holloway

☎ (505) 555-1234 ✉ alina.holloway@example.com 💻 linkedin.com/in/alina-holloway 📍 1234 Elm Street, Albuquerque, NM 87101

SUMMARY

Detail-oriented Medical Coding Intern with hands-on experience in analyzing medical records and coding practices. Skills include assigning Evaluation and Management (E&M) levels for outpatient encounters, as well as surgical CPT codes and ICD-10 codes through comprehensive review of medical documentation. Engaged in resolving coding discrepancies and ensuring compliance with legal standards. Proficient in maintaining confidentiality and following HIPAA requirements. Enthusiastic about contributing to health equity and accessibility while continuing education in advanced coding disciplines.

EDUCATION

Bachelor's Degree in Health Information Management
University of New Mexico GPA: 3.8
Coursework: Health Informatics, Medical Coding, Healthcare Law, Advanced Medical Terminology

2026
Albuquerque, NM

TECHNICAL SKILLS

- **Coding Standards:** CPT, ICD-10, HCPCS
- **Compliance Regulations:** HIPAA, HITECH, CMS Guidelines
- **Electronic Medical Record Systems:** Epic, Cerner, Allscripts
- **Analytical Tools:** Microsoft Excel, Tableau, R
- **Documentation Software:** Nuance, 3M Coding System, Optum360
- **Project Management Software:** Trello, Asana, Microsoft Planner
- **Communication Platforms:** Slack, Microsoft Teams, Zoom
- **Healthcare Standards:** ISO 9001, ISO 27001, HL7
- **Research Methods:** Qualitative Analysis, Quantitative Analysis
- **Statistical Software:** SPSS, NVivo, SAS

SKILLS

- Medical Coding
- Electronic Medical Records (EMR)
- Confidentiality Standards
- Compliance and Documentation
- Data Analysis
- Team Collaboration

EXPERIENCE

Medical Coding Intern
University Project

January 2026 - Present
Albuquerque, NM

Supported medical coding projects that emphasized practical application of code accuracy and compliance standards within healthcare documentation. Collaborated in an educational setting focused on analyzing medical records and ensuring adherence to established guidelines, fostering teamwork and collective learning.

- Engaged in a practical project focused on medical record analysis, ensuring accurate assignment of CPT codes.
- Reviewed documentation in an EMR system, confirming necessary signatures in accordance with compliance standards.
- Assisted in resolving coding edits to facilitate timely claims submissions for various services.
- Collaborated with peers conducting mock audits, enhancing overall understanding of coding protocols.
- Maintained strict confidentiality of sensitive medical records, adhering to HIPAA regulations diligently.
- Developed a presentation detailing findings and best practices in medical coding shared with faculty.

Research Assistant
Academic Research

September 2025 - December 2025
Albuquerque, NM

Contributed to research initiatives centered around the impact of precise coding practices on healthcare reimbursements. Worked under mentorship providing insights into coding processes and their relevance to overall operational efficiencies.

- Supported a research initiative examining impacts of accurate coding on reimbursement processes.
- Analyzed data from diverse healthcare records identifying trends regarding coding accuracy.
- Documented findings contributing to a report highlighting key insights and recommendations.
- Participated in weekly meetings discussing progress with research teams improving collaboration skills.
- Assisted in preparing materials for a presentation at a regional healthcare conference.
- Gained valuable insights into intersections between coding practices and healthcare systems.

LEADERSHIP & AWARDS

- Dean's List, University of New Mexico, Spring 2025
- Recipient of the Academic Excellence Scholarship, 2024

CERTIFICATIONS

- Certified Professional Coder (CPC) 📅 2026
- Registered Health Information Technician (RHIT) 📅 Expected Completion: December 2026

PROFESSIONAL AFFILIATIONS

- Member, Health Information Management Student Association, University of New Mexico
- Volunteer, Health Equity Initiative, Albuquerque, NM

LANGUAGES

- English (Native)
- Spanish (Proficient)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST