

STRENGTHS

- Attention to Detail**
Consistently identified inconsistencies in coding that had gone unnoticed, preventing significant claim denials.
- Team Collaboration**
Initiated dialogue between coding department and healthcare providers about data integrity, nurturing trust and cooperation.
- Organizational Skills**
Streamlined coding workflow, allowing workload balance without compromising quality or deadlines, benefiting overall productivity.
- Effective Communication**
Facilitated knowledge-sharing stable flow, training other staff members in achieving high coding standards at all times.
- Adaptive Learning**
Successfully integrated new coding guidelines into established practice, overcoming obstacles presented by changing regulations.

SKILLS

- Medical Coding
- Claims Processing
- Medical Terminology
- Attention to Detail
- Organizational Skills
- Team Collaboration
- Auditing Skills
- Data Analysis
- Compliance Monitoring
- Problem Solving
- Healthcare Regulations
- Documentation Management
- Software Proficiency

SUMMARY

Dedicated Medical Coding Specialist with over two years of experience coding medical diagnoses and procedures accurately. Holding an Associate’s degree in Medical Coding, combined with certification as a Certified Professional Coder (CPC), expertise lies in medical terminology, anatomy, and physiology. Known for ensuring compliance with coding standards while facilitating accurate claims processing. Demonstrates ability to work independently and collaboratively within diverse teams. Committed to maintaining high quality and accuracy levels in every task performed, fostering positive relationships across healthcare environments.

EXPERIENCE

Medical Coding Specialist

Healthcare Solutions Inc. June 2024 - Present Columbia, SC

Manage complex medical coding tasks, focusing on the assignment of standard codes in line with strict regulations and standards. Collaborate efficiently with healthcare teams to gather critical data supporting precise coding and successful claims submissions. Conduct thorough audits to identify coding errors and foster improvements. Actively contribute to training new coders, enhancing their skills and knowledge. Remain well-informed about current coding practices by attending continuous education sessions and workshops. Successfully juggle multiple projects under tight deadlines while ensuring total accuracy in billing matters.

- Accurately assign CPT and ICD codes to medical records following comprehensive guidelines and best practices.
- Collaborated with physicians and healthcare staff directly, refining data collection methods to increase coding accuracy.
- Performed audits on medical records, providing detailed feedback that drove quicker corrections of coding discrepancies.
- Directed training sessions that improved team expertise, particularly among junior coders.
- Monitored compliance with code updates through engagement with industry resources, including local and national coding boards.
- Enhanced coding operations leading to efficient claims processing timelines, significantly reducing error rates.

Junior Medical Coder

Health Systems Group January 2023 - May 2024 Lexington, SC

Assisted senior coders in managing medical coding assignments while developing foundational coding skills. Results-driven role focused on reviewing and assuring the integrity of coded data and medical documentation procedures. Engaged actively in collaborative meetings aimed at sharing insights on coding efficiency and bug fixes. Familiarized with various medical coding software tools to facilitate effective documentation management.

- Reviewed diagnostic reports thoroughly, confirming accuracy and completeness before processing.
- Contributed to regular team discussions about coding improvements, fostering a sense of collaboration.
- Supported more senior coders during audits with organized documentation and relevant citation referencing.
- Utilized advanced coding software platforms effectively, streamlining surveys for claims benefit analyses.
- Developed easy-to-understand coding reference materials, aiding peers’ understanding of complex cases.
- Fostered professional relationships with providers, bringing attention to missing information impacting funds.

LEADERSHIP & AWARDS

- CPC Certification received through successful examination, validating professional coding capabilities in 2023.

Critical Thinking

Communication Skills

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Medical Coding Specialist at Healthcare Solutions Inc. (2.1 Years)

● Junior Medical Coder at Health Systems Group (1.3 Years)

- Recognized for Quality Service Award at Healthcare Solutions due to prompted auditing processes improving service excellence.

EDUCATION

Associate's Degree in Medical Coding

Columbia Technical College 🎓 GPA: 3.8 📅 2022 📍 Columbia, SC

Coursework: Medical Terminology, Anatomy, Physiology, Coding Standards

CERTIFICATIONS

- Certified Professional Coder (CPC) 📅 2023
- ICD-10 Proficiency Certification 📅 2024

TECHNICAL SKILLS

- **Coding Software:** 3M CodeFinder, Optum360 EncoderPro, TruCode
- **Regulatory Compliance:** HIPAA, CPT, ICD-10
- **Washington State Guidelines:** CCS-P, CPC, CCS
- **Auditing Tools:** Claim Check Audit, DRM Codes
- **Database Management:** Microsoft Access, MySQL, SQL Server
- **Document Management Systems:** DocuWare, Meditech, PracticeFusion
- **Council Engagement:** AAPC Local Chapter, National Coding Network
- **Performance Tracking:** Benchmarking, Data Validation, Statistical Methods
- **Clinical Knowledge:** Anatomy, Physiology, Pathophysiology
- **Resources Tracking:** AppealProcesses.com, BillingResources.org, NursingHomeCoding.com

PROFESSIONAL AFFILIATIONS

- Member of American Academy of Professional Coders (AAPC), engaged in ongoing education initiatives.
- Active participant in local chapter meetings to discuss updates, changes, and challenges in medical coding practices.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST