

STRENGTHS

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Analytical Thinker

Effectively analyzed complex problems, creating actionable strategies that streamlined operations and improved outcomes.
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Expert Communicator

Communicated clearly with providers retaining cooperation, which enriched team collaboration and boosted project quality.
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Innovative Trainer

Authored creative training modules, successfully increasing competence levels in new hires ready for immediate challenges.
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Team Builder

Natural leader who cultivates a supportive, growth-oriented atmosphere where team members feel valued and inspired.
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Quality Advocate

Relentlessly focused on maintaining high-quality standards, initiating changes that propelled coding integrity across workflows.

SKILLS

- ICD-10

CPT

HCPCS

Medical Coding

Team Leadership

Quality Assurance

Training and Development

Compliance

Problem Solving

Communication

Mentorship

Auditing

Performance Monitoring

Documentation Improvement

Process Optimization

SUMMARY

Dedicated Medical Coding Specialist with over 5 years of experience in medical coding and team leadership. Proven expertise in ICD-10, CPT, and HCPCS coding with a strong track record of improving coding accuracy and compliance. Skilled in training and mentoring coders, conducting audits, and resolving complex coding issues. Adept at collaborating with healthcare providers to enhance documentation and drive revenue cycle success. Seeking opportunities to leverage leadership skills and foster a collaborative environment while ensuring coding excellence.

EXPERIENCE

Medical Coding Supervisor

Health Solutions

 March 2022 - Present

 San Antonio, TX

- Lead a team of medical coders, managing workflow, providing educational resources, and ensuring adherence to industry standards. Dedicated efforts increased overall performance while bolstering accuracy in coding practices.
- Directed a team of 10 coders, streamlining workload distributions and enhancing productivity through personal coaching.
 - Conducted quality audits, maintaining high standards of coding accuracy and compliance with regulatory guidelines.
 - Developed tailored training materials for onboarding, achieving a noticeable increase in new hire integration efficiency.
 - Resolved complex coding discrepancies effectively, enhancing team understanding of intricate coding nuances.
 - Collaborated closely with billing, compliance, and quality assurance teams to rectify documentation and reduce claim denials.
 - Implemented coding process improvements resulting in a significant reduction of errors year-over-year.

Senior Medical Coder

CareFirst Medical

 June 2019 - February 2022

 Dallas, TX

- Oversaw coding processes for emergency services, leading extensive training initiatives that developed junior coder proficiency and compliance awareness.
- Managed fast-paced coding projects under strict deadlines while ensuring accurate code assignment for high-profile cases.
 - Trained junior staff on coding best practices, fostering an environment centered around learning and improving skills.
 - Performed regular audits, generating meaningful feedback focusing on continuous training and development of staff competencies.
 - Worked collaboratively with physicians to improve clarity and timeliness of medical documentation for better coding accuracy.
 - Participated in coding meetings discussing regulatory changes, reinforcing commitment to professional developments.
 - Created a coding reference guide that significantly minimized coding errors amidst ongoing operational demands.

Medical Coder

MedCode Group

 January 2017 - May 2019

 Houston, TX

- Focused on various coding tasks within a dynamic healthcare setting, contributing directly to compliance and technologically driven transitions.
- Executed coding tasks ensuring compliance with CMS regulations while facilitating smooth transitions to electronic medical records.
 - Engaged in education sessions stemming from latest coding updates and practices, promoting consistent knowledge expansion.
 - Assisted quality assurance activities by executing detailed audits that enhanced the department's

LANGUAGES

English	Native
Spanish	Proficient

MY CAREER



- Medical Coding Supervisor at Health Solutions (4.3 Years)
- Senior Medical Coder at CareFirst Medical (2.7 Years)
- Medical Coder at MedCode Group (2.3 Years)

- operational effectiveness.
- Collaborated with counterparts to tackle documentation disputes, refining workflows for timely resolutions.
 - Maintained complete documentation of coding procedures, enhancing data consistency necessary for compliance measures.
 - Supported team dynamics exceeding operational expectations through proactive engagement and communication.

LEADERSHIP & AWARDS

- Dean's List, University of Texas at Austin, 2023
- Coding Excellence Award, CareFirst Medical, 2021

EDUCATION

Bachelor's Degree in Health Information Management
University of Texas at Austin 🎓 GPA: 3.8 📅 2026 📍 Austin, TX
Coursework: *Healthcare Compliance, Medical Terminology, Revenue Cycle Management, Data Analysis*

CERTIFICATIONS

- Certified Professional Coder (CPC) 📅 2021
- Certified Coding Specialist (CCS) 📅 2021

TECHNICAL SKILLS

- **Coding Standards and Guidelines:** ICD-10, CPT, HCPCS
- **Regulatory Compliance:** CMS, HIPAA
- **Education and Training:** Onboarding Materials, Workshops, Continuous Learning
- **Quality Control:** Audit Processes, Monitoring Systems, Coding Audits
- **Collaboration Tools:** Billings Software, Documentation Platforms, Communication Apps
- **Performance Metrics:** KPI Reports, Quality Metrics, Productivity Tracking
- **Team Management Approaches:** Workflow Assignments, Performance Reviews, Supportive Coaching
- **Data Management Systems:** Electronic Medical Records, Coding Databases, Tracking Systems
- **Error Reduction Techniques:** Patterns Analysis, Best Practices Implementation, Process Enhancements
- **Issue Resolution Methods:** Escalation Procedures, Interdepartmental Coordination, Cross-functional Collaboration

PROFESSIONAL AFFILIATIONS

- Member, American Academy of Professional Coders (AAPC)
- Volunteer, Health Information Management Society

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST