

PROFILE:

- **AHIMA: Registered Health Information Technician, RHIT, 123456** 7/20XX
- Motivated detail focused professional with HIM and engineering degrees, demonstrating career advancement.
- 7+ years in fast-paced, precision-oriented fields: logistics, quality assurance, compliance, workflow mgmt.

EDUCATION:

A.A.S. Health Information Management, Portland Community College, Portland, OR 6/20XX
A.A.S. Engineering Graphics Technology XXX Community College, City, State 20XX

Directed Practice (HIM Simulation, Coder):

Reviewed de-identified patient charts and assigned appropriate ICD-10-CM codes for patient conditions. Reviewed charts with experienced coder in order to gain knowledge and insight into the coding process.

Course Projects:

Quality Improvement in Healthcare: Developed ways to improve birth certificate data integrity and turnaround times for a large hospital. Project required research into state and CDC birth certificate guidelines, data analysis, data presentation as well as solution development and implementation.

Professional Practice Lab 3 (Team): Team developed and wrote policies and procedures pertaining to Assembly, Analysis and Recheck of paper healthcare records. Researched and wrote policies and procedures for each step in the Assembly, Analysis and Recheck process and submitted findings to the team.

HIM SKILLS AND COMPETENCIES:

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|-----------------------|-----------------------|-------------------------|
| ● 3M Encoder | ● ICD-10-CM/PCS & CPT | ● Process Improvement |
| ● MS Office Suite | ● HIPAA/ROI | ● EHRgo Academic |
| ● Medical Terminology | ● Meditech | ● QC Documentation |
| ● EMR (DrChrono) | ● Clintegrity | ● Healthcare statistics |

SKILLS:

- Manage multiple detail-oriented tasks with shifting priorities providing quality results within deadlines.
- Interpret/apply project specifications; analyze project to improve processes and eliminate problems.
- Strong experience utilizing various computer programs and databases to track and manage work.

EXPERIENCE:

Inspector/ Manufacturing Technician, Company, City, State 7/20XX – 10/20XX

Accomplishments: Obtained Assistant Inspector 20XX; promoted to Inspector 20XX

- Conducted QA for the production team. Provided objective feedback for performance improvement.
- Assigned tasks according to deadlines and staffing. Updated project-tracking spreadsheet in MS Excel.
- Reviewed certifications/purchase orders of incoming orders to ensure engineering standards compliance.
- Maintained a high level of attention to detail in multiple step processes; verifying procedure specifications.
- Succinctly reported discrepancies to customer and quality manager.

Technician, Company, City, State 4/20XX – 7/20XX

Accomplishment: Took initiative to advance skills culminating in 4 new certifications in a year.

- Cross-trained, mastering differing specifications, working under pressure adhering to quality systems.
- Updated workflow progress in a real-time Oracle database.