

**Sample Student**  
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### **Health Information Technician**

Outstanding record of accuracy and compliance with regulations and standards of field. Experience in managing security and confidentiality of patient, doctor and hospital records. Focus on data and revenue management using core competencies including:

- MEDITECH Expanse EHR
- CPT/HCPCS Coding
- ICD-10-CM/PCSCoding
- 3M Encoder / Grouper
- Data Abstraction for Quality Reporting
- Patient Registration
- Patient Identity Management
- Data Analysis / Data Visualization
- Release of Information
- Microsoft Office/Office 365: Word, Excel, PowerPoint, Office, Access

#### **EDUCATION**

Harper College, Palatine, IL

**Associate in Applied Science, Health Information Technology Degree**

Expected May 20xx

#### **PROJECTS**

- Designed and implemented campus wide learning modules to raise awareness of security issues associated with phishing using project management, communication and leadership skills
- Led discussion for HIT students at Harper College on change management models and strategies and explored the impact of change on HIM industry

#### **CERTIFICATIONS**

American Health Information Management Association (AHIMA)

**Registered Health Information Technician (RHIT)**

Expected July 20xx

**Certified Coding Specialist (CCS)**

May 2020

#### **RELEVANT EXPERIENCE**

Northwest Community Hospital, Arlington Heights, IL

January 20xx to Present

##### **Externship**

- Code and abstract data including demographic characteristics, history and extent of disease, diagnostic procedures and treatments into computer using ICD-10-CM and CPT coding
- Ensure quality of medical records by verifying completeness, accuracy and compliance with regulations
- Utilize proper procedures to protect security and confidentiality
- Retrieve medical records, deliver to appropriate locations and release requested information in timely manner
- Provide support to clinical staff by investigating insufficient diagnoses and helping manage patient chart completion to enable efficient insurance reimbursement

#### **EMPLOYMENT HISTORY**

BroadPeak Collaborative, West Dundee, IL

March 20xx to Present

##### **Executive Recruiter**

- Network with accounting and finance executives to establish broad customer base while building productive working relationships with clients and staff
- Screen and interview prospective employees for high level positions including CFO, VP of Finance and Controller at multiple companies
- Maintain consistently high placement and retention rates of placed employees

#### **ACTIVITIES**

Harper College, Palatine, IL

Health I.T. Club - President

September 20xx to Present

#### **PROFESSIONAL AFFILIATION**

American Health Information Management Association (AHIMA)

March 20xx to Present

Illinois Health Information Management Association (ILHIMA)

March 20xx to Present