

Sample Student

Palatine, IL 60067

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Health Information Technology Externship

EDUCATION

Harper College, Palatine, IL

Associate in Applied Science, Health Information Technology Degree

Expected May 20xx

Medical Coding Certificate

May 20xx

RELEVANT COURSEWORK AND PROJECTS

Medical Terminology

Health Care Information Management

Electronic Health Records

Health Care Statistics

Health Care Information Analysis

Law for Health Information Systems

Health Care Reimbursement

IT Project Management Design

ICD-10-CM/PCS Coding

Human Anatomy and Physiology

PROJECTS

Designed and implemented campus wide learning modules to raise awareness of security issues associated with phishing using project management, communication and leadership skills

CERTIFICATIONS

Registered Health Information Technician (RHIT)

Expected July 20xx

Certified Coding Specialist (CCS)

May 20xx

American Health Information Management Association (AHIMA)

SKILLS

Electronic Medical Records: MEDCIN and VistA

3M Encoder

Microsoft Office: Word, Excel, PowerPoint and Outlook

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

LEADERSHIP ACTIVITIES

Harper College, Palatine, IL

Health I.T. Club

September 20xx to Present

President

- Plan activities for campus wide event to inform students about club activities

PROFESSIONAL AFFILIATION

American Health Information Management Association (AHIMA) – Student Member

March 20xx to Present

Illinois Health Information Management Association (ILHIMA) – Student Member

March 20xx to Present