

Sample Student

Palatine, IL 60067

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Health Information Technologist

EDUCATION

Harper College, Palatine, IL

Associate in Applied Science, Health Information Technology Degree

Expected May 20xx

Medical Coding Certificate

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 on change on HIM industry

CERTIFICATIONS

Registered Health Information Technician (RHIT)

Expected July 20xx

Certified Coding Specialist (CCS)

May 20xx

American Health Information Management Association (AHIMA)

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-9-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

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

ACTIVITIES

Harper College, Palatine, IL

Health I.T. Club - President

September 20xx to Present

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