

Riley Sims

Palatine, IL 60067

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MEDICAL CODER

CERTIFICATION

Certified Coding Associate (CCA) – July 20xx
American Health Information Management Association (AHIMA)

EDUCATION

Harper College, Palatine, IL
Medical Coding Certificate May 20xx

RELEVANT COURSEWORK

CPT and ICD Coding	Human Disease
Health Care Reimbursement	Human Anatomy and Physiology
Medical Terminology	Basic Pharmacology

WORK EXPERIENCE

Bookman and Associates, Elmhurst, IL October 20xx to Present

Receptionist

- Answer and screen calls to provide information, take messages and schedule appointments
- Greet persons to determine nature and purpose of visit, and direct them to specific destinations
- File and maintain records and collect, sort, distribute, and prepare mail
- Operate office machines, photocopiers and scanners, fax machines and voicemail systems

IKEA, Schaumburg, IL May 20xx to September 20xx

Sales Associate / Cashier

- Provided visitors with a positive shopping experience by meeting or exceeding all customer service standards
- Ensured that returns and exchanges completed accurately and in timely manner
- Followed all cashier balancing policies and procedures

VOLUNTEER EXPERIENCE

Northwest Community Hospital, Arlington Heights, IL January 20xx to December 20xx

- Greeted patients, answered phone, took messages and handled all front desk duties during department meetings
- Prepared patient charts and maintained roster of discharged patients
- Assisted office manager and unit secretary with projects

COMPUTER SKILLS

Microsoft Word, Excel, and PowerPoint