

Gordon Wright
Palatine, IL 60067
847.555.1212
gordonwright@gmail.com

Health Information Technologist

EDUCATION

Harper College, Palatine, IL

Associate in Applied Science, Health Information Technology Degree Expected May 20xx

RELEVANT COURSEWORK

Medical Terminology	Health Care Information Management
Electronic Health Records	Health Care Technology and Informatics
Health Care Information Analysis	Law for Health Information Systems
Health Care Reimbursement	IT Project Management Design
CPT and ICD Coding	Human Anatomy and Physiology

CERTIFICATION

Registered Health Information Technician (RHIT) Expected July 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 and deliver them to appropriate locations and release requested information in a 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 extensive and loyal 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

COMPUTER SKILLS

Microsoft Word, Excel, and PowerPoint

PROFESSIONAL AFFILIATION

American Health Information Management Association (AHIMA) – Student Member