

Gordon Wright
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OBJECTIVE

Seeking a position in **Health Information Technology**

EDUCATION

Harper College, Palatine, IL

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

May 20xx

RELEVANT COURSEWORK

Medical Terminology
Electronic Health Records
Health Care Information Analysis
Health Care Reimbursement
CPT and ICD Coding

Health Care Information Management
Health Care Technology and Informatics
Law for Health Information Systems
IT Project Management Design
Human Anatomy and Physiology

RELEVANT EXPERIENCE

Northwest Community Hospital, Arlington Heights, IL

20xx

Externship

- Coded and abstracted data including demographic characteristics, history and extent of disease, diagnostic procedures and treatments into computer using ICD-9-CM and CPT coding
- Ensured quality of medical records by verifying completeness, accuracy and compliance with regulations
- Utilized proper procedures to protect security and confidentiality
- Retrieved medical records and delivered them to appropriate locations and released requested information in a timely manner
- Provided 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

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 various 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