ROBERT SMITH

Sr. Certified Medical Coder

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Certified Professional Medical Coder with ten years of experience in the field, looking for new opportunities to advance career. Well-organized and efficient at encouraging others, developing rapport with co-workers and creating a positive work environment.

CORE COMPETENCIES

Microsoft Office, Medisoft Software, Meditech Software, Filing, Data Archiving, Current Procedural Terminology, HCFA Common Procedure Coding Systems, International Classification Of Diseases, Medical Terminology, Insurance & Billing.

PROFESSIONAL EXPERIENCE

Sr. Certified Medical Coder

ABC Corporation - April 2014 – July 2014

Key Deliverables:

- Coded medical charts for the Emergency Department of the hospital.
- Protect the security of medical records to ensure that confidentiality is maintained.
- Review records for completeness, accuracy, and compliance with regulations.
- Retrieve patient medical records for physicians, technicians, or other medical personnel.
- Assign the patient to diagnosis-related groups (DRGs), using appropriate computer software.
- Resolve or clarify codes or diagnoses with conflicting, missing, or unclear information by consulting with doctors or others or by participating in the coding teams regular meetings.
- Enter data, such as demographic characteristics, history and extent of disease, diagnostic procedures, or treatment into computer.

CERTIFIED MEDICAL CODER

ABC Corporation - 2012 – 2014

Key Deliverables:

- Worked as a contract service medical coder for the 12th Medical Group, Randolph AFB, Brook Army Medical Center and 59th Group at Lackland AFB the largest free-standing in/ outpatient clinics in Air Education and Training Command.
- Assign ICD-9-CM, CPT, E&M and HCPCS codes to In/ Out patient records for Family Practice, Radiology Oncology, Interventional Radiology, Pain Management, Infectious Diseases, Hematology/ Oncology and Nephrology.
- Responsible for coding 65-150 medical records per 8 hours of continuous work with an accuracy of 95% or better.
- Worked closely with Members of heath care team to perform coding quality management activity with the highest possible degree of accuracy.
- Maintained confidentiality of all records documents regarding Patients.

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- Using current AMA CPT-4 4th edition, CMS standards, and Medicare National Correct Coding Initiative (CCI) guidelines, along with Department of Defense (DOD) guidelines and Air Force guidelines.
- Knowledge of the DoD Patient electronic medical records, information system titled Armed Forces Health Longitudinal Technology Application (AHLTA) Composite Healthcare Computer System (CHCS) and Coding Compliance Editor (CCE)..

EDUCATION

- AAS in Office Administration - 2012(Piedmont Community College - Roxboro, NC)

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