**This is an example of various ways to present your academic HIM experience**

**Option 1**

**A.A.S, HEALTH INFORMATION MANAGEMENT**, Portland Community College, Portland, Oregon **6/2021**

*Expect to sit for RHIT July 2021*

**Class Projects:**

**EHR Paper Record Management Case Study:**

* *Lead team to develop policy and procedures for assembly, analysis and re-check of paper medical records system*

**Diversity and Health Care – Social Determinants Case Study:**

* *Lead 4 classmates negotiating schedules and working remotely to investigate international public health care Investigated Ethiopia’s top 3 infectious diseases, including etiology, ethical and social issues and disease classification*

**HIM SKILLS AND COMPETENCIES**

CPT Coding 3M Encoder

Epic

MS Office Suite

Medical Terminology

EMR (DrChrono)

ICD-10-CM & ICD -10 PCS

HIPAA/ROI

Process Improvement

QC Documentation

**Option 2**

**A.A.S, HEALTH INFORMATION MANAGEMENT**, Portland Community College, Portland, Oregon **6/2021**

*Expect to sit for RHIT July 2021*

EXTERNSHIP (HEALTH INFORMATION MANAGEMENT ROLE) SIMULATION

* Review patient charts for QC accuracy and information continuity and completeness.
* Oversee daily office tasks and addressing HIPAA violations and staff improvement.

PROJECTS

**Birth Certificate Census HIM Statistics - Case Study (Team Project)**

* Contributed census reconciliation information, for policy and procedures development and assembly, analysis and re-check of paper and electronic medical records system.

**Birth Certificate Quality Improvement - Individual Term Project**

* Investigated AHIMA and CDC for best practices. Resolved data quality and turnaround time issues. Wrote report using data collection tools and graphs. Developed procedural recommendations and issue resolution plan.

**HIM SKILLS AND COMPETENCIES**

* CPT Coding 3M Encoder
* MS Office Suite
* Pivot Tables
* Medical Terminology
* EMR (DrChrono)
* ICD-10-CM & ICD -10 PCS
* HIPAA/ROI
* Meditech
* Clintegrity
* Process Improvement
* EHRgo
* QC Documentation

**Option 3**

**EDUCATION:**

* ***A.A.S. Health Information Management,* Portland Community College,** *Portland, OR* 6/2021

**Directed Practice (HIM Simulation, Coder):**

Reviewed de-identified patient charts and assigned appropriate ICD-10-CM codes for patient conditions. Reviewed charts with experienced coder in order to gain knowledge and insight into the coding process.

**Course Projects:**

***Quality Improvement in Healthcare:*** Developed ways to improve birth certificate data integrity and turnaround times for a large hospital. Project required research into state and CDC birth certificate guidelines, data analysis, data presentation as well as solution development and implementation.

***Professional Practice Lab 3 (Team):*** Team developed and wrote policies and procedures pertaining to Assembly, Analysis and Recheck of paper healthcare records. Researched and wrote policies and procedures for each step in the Assembly, Analysis and Recheck process and submitted findings to team.

**HIM SKILLS AND COMPETENCIES:**

* 3M Encoder
* MS Office Suite
* Medical Terminology
* EMR (DrChrono)
* ICD-10-CM/PCS & CPT
* HIPAA/ROI
* Meditech
* Clintegrity
* Process Improvement
* EHRgo Academic
* QC Documentation
* Healthcare statistics

**SUPPORTING SKILLS:**

* Manage multiple detail-oriented tasks with shifting priorities providing quality results within deadlines.
* Interpret/apply project specifications; analyze project to improve processes and eliminate problems.
* Strong experience utilizing various computer programs and databases to track and manage work.