**FIRST LAST, RHIT •** 123-456-789 **•** fl@yahoo.com

**PROFILE:**

* ***AHIMA:* Registered Health Information Technician, RHIT, 123456** 7/2021
* Motivated detail oriented professional with HIM and engineering degrees, demonstrating career advancement.
* 7+ years in fast-paced, precision oriented fields: logistics, quality assurance, compliance, workflow mgmt.

**EDUCATION:**

* ***A.A.S. Health Information Management,* Portland Community College,** *Portland, OR* 6/2021
* ***A.A.S. Engineering Graphics Technology* XXX Community College*,*** *City, State*  2013

**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

**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.

**EXPERIENCE:**

 ***Inspector/ Manufacturing Technician***, Company*, City, State* 7/2015 – 10/2019

***Accomplishments:*** *Obtained Assistant Inspector 2016; promoted to Inspector 2019*

* Conducted QA for production team. Provided objective feedback for performance improvement.
* Assigned tasks according to deadlines and staffing. Updated project-tracking spreadsheet in MS Excel.
* Reviewed certifications/purchase orders of incoming orders to ensure engineering standards compliance.
* Maintained high level of attention to detail in multiple step processes; verifying procedure specifications.
* Succinctly reported discrepancies to customer and quality manager.

***Technician,*** Company, City, State 4/2012 – 7/2015

***Accomplishment:*** *Took initiative to advance skills culminating in 4 new certifications in a year.*

* Cross-trained, mastering differing specifications, working under pressure adhering to quality systems.
* Updated workflow progress in a real-time Oracle database.