

# ROBERT SMITH

## Associate Outpatient Coder I

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

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### SUMMARY

To obtain employment in a healthcare facility as a Remote Medical Coder and/or Health Insurance Specialist utilizing knowledge of medical terminology, insurance policies and extensive knowhow of CPT and ICD-10 coding techniques.

### CORE COMPETENCIES

AMS 2, Microsoft Products, Excel, Outlook, Bond, Elligence, Docutap, Encompass, Zirmed Medisoft. Epremis, Easy Print, Meditech, Accorde.

### PROFESSIONAL EXPERIENCE

#### Associate Outpatient Coder I

**ABC Corporation - April 2006 – June 2007**

##### Key Deliverables:

- Collected and processed health information, bill Workmans Compensation.
- Carried out concurrent health record review activities.
- Maintained departmental coding Policies and Procedures Manual.
- Performed other duties as assigned.
- Included capture of injections/infusions and procedures.
- Participated in Physician education for documentation improvement and in development of new templates as an electronic medical record was developed.
- Assisted in clerical duties such as restocking office supplies using UMeNET, Ariba system and ordering drinking water.

#### Outpatient Coder

**Delta Corporation - 2002 – 2006**

##### Key Deliverables:

- Responsible for assigning CPT-4 procedure codes for outpatient accounts.
- Code outpatient medical records for patients of the facility.
- Accuracy in coding.
- Skills Used Coding from ICD-9 and CPT-4 books.
- Worked full time as an outpatient remote contract coder, duties include reviewing medical records, assigning appropriate ICD 10 CM codes, and CPT E/M .
- Reviewed and assigned ICD 10 CM codes for OB radiology.
- This is Dummy Description data, Replace with job description relevant to your current role.

### EDUCATION

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Diploma in Information Processor Operator/Data Entry - (Ascension Vocational Technical School - Sorrento, LA)

