

## Outpatient Coder

# ROBERT SMITH

Phone: (123) 456 78 99  
Email: [info@qwikresume.com](mailto:info@qwikresume.com)  
Website: [www.qwikresume.com](http://www.qwikresume.com)  
LinkedIn:  
[linkedin.com/qwikresume](http://linkedin.com/qwikresume)  
Address: 1737 Marshville Road,  
Alabama.

## Objective

Over nineteen years of experience in Health Information Services. Expertise in emergency room and ambulatory coding, multiple clerical skills, communication, assessment skills, dependable, responsible, and a team player. Working knowledge of 3M, Meditech, AccessAnyware, CodingAnyware, EPIC, Advance and other health systems, ICD- 10 trained.

## Skills

EHR, HDM/3M, EPIC, Microsoft Office.

## Work Experience

### Outpatient Coder

**ABC Corporation** - August 2002 - September 2005

- Carefully reviewed patient medical histories, physical findings and diagnoses.
- Recorded and filed patient data and medical records.
- Assigned additional diagnosis codes based on specific clinical findings (laboratory, radiology and, pathology reports as well as clinical studies) in support of existing diagnoses.
- Retrieved physician correspondence from dictation service and made edits when necessary coding.
- Accurately entered procedure codes, diagnosis codes and patient information into billing software.
- Actively maintained current working knowledge of CPT and ICD-9 coding principles, government regulation, protocols and third party requirements regarding billing.
- Demonstrated knowledge of HIPAA Privacy and Security Regulations by appropriately handling patient Added modifiers as appropriate, coded narrative diagnoses and verified diagnoses.

### Outpatient Coder

**Delta Corporation** - 1997 - 2002

- DOD contract to code APV and ER encounters for U.S.
- Navy Hospital Okinawa, Japan on-site.
- Coded all APVs for the hospital which included specialties Gen Surg., Ortho, GYN, GI, Urology, Dental and others.
- Also coded weekend ER visits to include E/M, drugs, supplies, injections and infusions.
- DOD contract.
- Outpatient coding and auditing.
- This is Dummy Description data, Replace with job description relevant to your current role.

## Education

AD in Business Office Administration/Specializing in Medical - 2000(SWGTC - Thomasville, GA)