

Andrew Bruce, RHIT, CPC-A, BFA, AAS

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PROFESSIONAL OBJECTIVE

I am an RHIT- and CPC-credentialed degree graduate of a CAHIIM-accredited HIMT program seeking a challenging position that will utilize my formidable abilities in communication and interpersonal skills to enhance organizational value, specializing in medical coding, billing, and data analytics.

EDUCATION

Associate of Applied Science (A.A.S.), Health Information Management Technology August 2019
Wiregrass Georgia Technical College, Valdosta, GA (CAHIIM-Accredited Program)

Relevant Coursework: Anatomy & Physiology I & II, College Algebra, Coding & Classification (ICD-10 Basic, Advanced, and CPT/HCPCS), Computer Applications in Healthcare, Health Record Content and Structure, Healthcare Management, Healthcare Statistics, Human Diseases, Legal Aspects of Healthcare, Medical Terminology, Performance Improvement, Pharmacotherapy & Revenue Cycle Management.

Bachelor of Fine Arts (B.F.A.), Graphic Design August 2004
Valdosta State University, Valdosta, GA (NASAD-Accredited Program)

Relevant Coursework: Abnormal Psychology, Fundamentals of Psychology, Introduction to Biology, Introduction to Mathematical Modeling, Introduction to Sociology, & Organismal Biology.

HONORS & AWARDS

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| • Honor Graduate , Wiregrass Georgia Technical College (4.0 GPA) | August 2019 |
| • Grant Recipient , Higher Education Research and Scholarship Foundation | Fall 2018 |
| • Bronze Medal , Medical Terminology State Competition, SkillsUSA | May 2018 |
| • Membership , National Technical Honors Society | Spring 2018 |
| • President's List , Wiregrass Georgia Technical College | Spring 2017 |
| • Air Force Special Operations Command Marketing Department of the Year , USAF | June 2004 |

SKILLS

- Working knowledge of medical terminology, pharmacology, anatomy, diagnostics, & disease processes.
- Strong understanding of coding classifications such as ICD-10-CM, ICD-10-PCS, CPT & HCPCS.
- Familiar with the legal aspects of maintaining & releasing protected health information (PHI).
- Educated in healthcare reimbursement & revenue cycle management (RCM) processes.
- Understanding of the collection, analysis, & display of healthcare statistics, including a strong design background.
- Familiar with the development, use & maintenance of electronic medical records (EMRs).
- Proficient in Microsoft Office (i.e. Excel, Access) & Adobe Creative Cloud (i.e. Photoshop, Illustrator.)
- Experience with systems such as Point Click Care (PCC), drchrono, Nuance Clintegrity, 3M Coding & Reimbursement System, VistA, Tableau, MediTech, Find-A-Code, Argo EMPI, EDCO Solcom EDMS, & CIOX Health ROI.

CREDENTIALS & CERTIFICATIONS

Certified Professional Coder-Apprentice (CPC-A®); issued October 30, 2019 by AAPC.

Registered Health Information Technician (RHIT®); No. 231115, issued August 29, 2019 by AHIMA.

Basic Life Support for Healthcare Providers (CPR & AED); issued March 16, 2019 by the American Heart Association.

PROFESSIONAL AFFILIATIONS

Active Member (ID: 2718294), American Health Information Management Association (AHIMA).

Active Member (ID: 01761440), American Academy of Professional Coders (AAPC).

WORK EXPERIENCE

- Medical Records Intern (PPE)**, Berrien Nursing & Rehabilitation Center, Nashville, GA Jun 2019 - Jul 2019
- Abstracted infection data and created visualizations to display the abstracted data.
 - Created electronic facility map template to display statistically infection-prone areas.
 - Designed organizational chart to display the chain of command during an emergency situation.
 - Assisted in release of information (ROI), diagnosis coding and updating electronic patient records.
 - Instructed in processes such as patient authorization, billing and revenue cycle management.
- Quality Assurance Intern (PPE)**, Azalea Health Innovations Inc., Valdosta, GA May 2019 - Jun 2019
- Updated 2,240 templates in the organization's proprietary EHR software.
 - Crosswalked obsolete ICD-9 diagnosis codes to the most current ICD-10 codes.
 - Converted paper-based patient intake form to HTML-based electronic version for acute-care client.
 - Updated internal PI documents concerning CMS-mandated EHR eCQMs and MIPS Promotions for Interoperability PI 2019 Measures.
- Graphic Designer**, Wiregrass Georgia Technical College, Valdosta, GA Feb 2017 - Jun 2018
- Federal Work Study (FWS) position supporting the on-campus print shop.
 - Designed and printed materials for internal and external clients.
- Graphic Designer**, Professional Photographers of America, Atlanta, GA Jul 2015 - Sept 2015
- Developed and maintained marketing collateral.
 - Supported advertising campaigns while adhering to the various PPA brands.
- Graphic Designer**, EasyCare/APCO, Norcross, GA Oct 2014 - Mar 2015
- Created online and direct mail advertisements for client dealerships nationwide.
 - Designed new visual elements to effectively convey concepts and messaging.
 - Collaborated with vendors to ensure consistency of style.
- Graphic Designer**, Tropical Smoothie (Corporate Office), Atlanta, GA Sept 2013 - Dec 2013
- Oversaw design and layout for all North American franchisees' marketing requests.
 - Created materials that adhered to the in-house brand style.
- Graphic Designer**, Freelance Design Services, Dunwoody, GA Aug 2012 - Dec 2016
- Provided design and brand expertise to various clients across Georgia.
 - Handled all aspects of design, production, and account management.
 - Clients included the Weather Channel, Atlanta-Journal Constitution & BET.
- Graphic Designer**, Valdosta State University, Valdosta, GA Aug 2005 - May 2012
- Initially a designer for the library; promoted to an organization-wide position a year later.
 - Consulted with clients to determine and implement publication-related communication goals.
 - Designed creative, cost-effective graphic solutions.
 - Promoted design planning, i.e. backtracking, budgeting, objectives, etc.
 - Encouraged consistency in university publications, monitoring an organizational editorial policy.
 - Fostered relationships with executive management, alumni, faculty, staff, and students.
- Marketing Assistant**, Moody Air Force Base, Valdosta, GA May 2004 - Aug 2005
- Designed and implemented a squadron look and identity.
 - Worked as a writer, editor, and photographer for an internal bi-weekly news publication.
 - Developed and maintained a squadron website.
 - Designed printed materials and logos for the 2005 Moody Air Force Base Airshow.
 - Obtained NS-02 National Security Clearance.

REFERENCES

Available upon request.