KIMBERLY L. COOPER

84 MARTIN STREET

HARTFORD, CT. 06120

(860)502-4735

[KIMSID3@YAHOO.COM](mailto:KIMSID3@YAHOO.COM)

OBJECTIVE

To obtain a position in the Healthcare field that will utilize my skills and experience.

PROFESSIONAL EXPERIENCE

St. Francis Hospital, Cardiology Associates, Hartford, CT January, 2011 – February, 2011

J. Morrissey Temp Agency

*Medical Assistant/Clerical Support*

* Assisted with patients and routine clinical tasks in an outpatient setting
* Answered phones and performed clerical work as needed
* Maintained smooth and efficient patient flow

St. Francis Hospital, Tumor Registry, Hartford, CT September, 2010 – December, 2010 J. Morrissey Temp Agency

*Medical Records Technician*

* Coded information contained on forms and documents
* Utilized International Classification of Diseases for Oncology
* Retrieved and released data

Connecticut Children’s Medical Center, Hartford, CT February, 2007 – July, 2010

*Analyst*

* Extracted and interpreted statistical data; ran reports and researched inquiries
* Assigned ICD-9 codes for admitting, diagnosis, impairment groups and procedures
* Discharged based on medical record documentation

Middlesex Hospital, Middletown, CT 2006 – 2009

Contractor, Health Port Technologies LLC, Alpharetta, GA

*Health Information Specialist*

* Obtained and released clinical records completed by physicians
* Scanned charts, faxed records for continuing care and produced mail-merges
* Responded to patient requests; including but not limited to law offices, subpoenas and warrants

United Parcel Service, Hartford, CT2002 – 2003

*Mail Clerk*

* Planned and conducted verification of mail retrieval and distribution
* Typed, scanned and filed documents

EDUCATION

Goodwin College, East Hartford, CT March, 2011 – present

*BS Health Sciences – Degree in progress*

Goodwin College, East Hartford, CT 2002 – 2004

*Associates in Science*

COMPUTER SKILLS

* Microsoft Office (Excel, PowerPoint, Word)
* CareLink
* SSIMED
* MedRec