

Steve Sample
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Objective

Full-time position as a Health Information Technician.

Education

Associate in Applied Science, Health Information Technology-Medical Records, May 2005
Monroe Community College, Rochester, NY

(*Accredited by the Commission on Accreditation of Allied Health Education Programs of the AMA in collaboration with the American Health Information Management Association.)

Honors

Recipient, Salute to Excellence Scholarship, Monroe Community College, May 2004

Relevant Courses

Introduction to Health Information	Introduction to Medical Information Processing
Health Care Documentation	Total Quality Mgmt. & Legal Compliance Issues
Medical Transcription	ICD-9-CM Diagnostic & Procedural Classifications
Medical Terminology	CPT Procedural Coding System
Health Records in Alternate Care	Mgmt. Supervision & Personal Development
Health Care Reimbursement	Health Information Systems
Anatomy and Physiology I & II	Advanced Classification in Acute Care

Clinical Experience

Medical Records Technician, ABC Medical Center, Rochester, NY, Fall 2003-Spring 2004

- Coded and abstracted all records of discharged inpatients within five days after discharge
- Ensured medical record completeness through checking medical records against legal requirements and established standards
- Prompt and accurate assembly, processing, and reanalysis of inpatient and outpatient medical records
- Assigned ICD-9-CM and CPT-4 codes to diagnoses and procedures documented in inpatient and outpatient medical records
- Maintained the hospital's system for controlling delinquent medical records and obtained factual information for permanent records, certificates, and registers
- Typed and kept current documentation of the information gathered and sent to appropriate health agencies in timely fashion
- Maintained all patient records and assisted with clerical activities regarding patient records, visitors, medical and nursing staff
- Responsible for copying, mailing, logging, filing, entering, tracking and records retention
- Responsible for boxing, logging and shipping to record storage

References

Available upon request.