

John Doe, RHIA, CCS
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SUMMARY

- Motivated, energetic, self-starter with 9 years experience in Health Information Management (HIM)
- Development and implementation skills for electronic medical record systems
- In-depth knowledge of HIM/Coding day-to-day operations
- Ability to handle time-sensitive deadlines with confidence and integrity

EDUCATION

Texas State University
Bachelor of Science - Health Information Management 1999

PROFESSIONAL EXPERIENCE

ABC Hospital, Austin, TX June 2005 – Present
Health Information Management Director

- 321 bed acute care
- Responsible for HIM department including administrative and technical functions
- Direct daily medical records processing utilizing XYZ system
- Responsible for 40 FTE's
- Reduced accounts receivable from over \$8.5 million to less than \$3 million per week
- HIM Lead Representative for RAC Committee
- Decreased monthly medical record delinquency rate from 40% to 11%
- Achieved and exceeded Corporate Compliance Coding Audit goal

XYZ Medical Center, Dallas, TX January 2000 – May 2005
Health Information Management Director

- 400 bed Medical/Surgical facility
- Responsible for the overall operation of the HIM department including administrative and technical functions
- Responsible for 20 FTE's
- Responsible for departmental budget
- Ranked #1 hospital department in Employee Satisfaction with a 96% score for 2005
- Achieved and exceeded Corporate Compliance Annual Inpatient Coding Audit initiative
- Developed training manuals and materials for all departments
- Responsible for implementation of the XYZ Electronic Medical Record system

References upon Request