Emily Smith

Certified Professional Coder, CPC®

Allentown, PA | 111-111-1111 | emilysmithtest@gmail.com | linkedin.com/in/emilysmithtest

OBJECTIVE

Detail-oriented medical billing and coding professional with a healthcare background. Looking for a position as a medical billing and coding specialist. Trained in CPT, HCPCS II, and ICD-10-CM with one year of coding experience.

EDUCATION

Blackstone Career Institute   Jun. 2023-Dec. 2023
Medical Billing and Coding Certificate, with Distinction

RELATED EXPERIENCE

ABC Hospital, Remote   Feb. 2023-Present
Medical Coder
- Uphold a 97% accuracy rate in assigning CPT and ICD-10-CM codes
- Follow up-to-date medical coding practices at all times to deliver the highest level of patient care
- Communicate with the team as needed to ensure coding accuracy and attended weekly meetings to review procedures

ADDITIONAL EXPERIENCE

ABC Nursing Home, Allentown, PA   Jan. 2020-Jan. 2023
Certified Nursing Assistant
- Checked and documented vital signs of residents, as well as assisted in providing daily care
- Trained new hires on routine job responsibilities and organizational procedures, allowing the nursing home to increase the number of residents by 20%
- Upheld HIPAA regulations, maintaining confidentiality for all patients

ABC Store, Allentown, PA   Sept. 2018-Jan. 2020
Cashier
- Communicated policies to customers upon request, demonstrating a thorough knowledge of company policies and procedures
- Kept accurate inventory and thorough record of daily finances
- Reported incidents of suspicious behavior or behavior that did not adhere to company policy

CERTIFICATIONS

- Certified Professional Coder, CPC® - full designation earned from the AAPC in Feb. 2024
- Certified Nursing Assistant, CNA

SKILLS

Hard skills: Anatomy and medical terminology, CPT, HCPCS II, ICD-10-CM
Soft skills: Problem-solving ability, highly organized, detail-oriented, strong written/oral communication