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## Certified Coding Specialist Resume

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### Job Objective

Professional Certified Coding Specialist in search of a highly established firm that will allow me to further boost my career in this field.

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### Summary of Qualifications:

- Remarkable experience in inpatient coding in an acute care teaching setting
  - Thorough knowledge and experience with computerized patient record and coding system
  - Sound experience working with medical abstraction design concepts and solutions
  - Proficient with Microsoft Word and other word processing software
  - Great customer service, organizational and communication skills
  - Excellent analytical and critical thinking skills
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### Work Experience:

Certified Coding Specialist, May 2006 – Present  
Kelly Healthcare Resources, Post Falls, ID

- Reassigned and sequenced diagnostic and procedural codes.
- Determined focus areas for targeted medical review activities.
- Conducted validation reviews coordinating rate adjustments.
- Utilized Grouper, Rover, MDS QC tool for code validation.
- Provided coding guidance to clinical review staff.
- Compiled and analyzed data and statistics to determine focus areas.

Certified Coding Specialist, March 2003 – April 2006  
Northwest Cancer Specialists, Post Falls, ID

- Performed medical record coding activities.
  - Assigned appropriate diagnostic codes.
  - Developed necessary training or reference materials for review staff.
  - Identified resource for medical records and coding issues.
  - Performed to resolve coding issues.
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### Education:

Bachelor's Degree in Health Information Technology, Henderson State University, Arkadelphia, AR

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