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## Clinical Coding Specialist Resume

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### Job Objective

To use my skills and abilities to obtain a position within an organization as a Clinical Coding Specialist in my chosen field. Years of education and experience can help better the company as well.

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### Summary of Qualifications:

- Extensive experience in assigning appropriate diagnostic and procedure codes
  - In-depth knowledge of Medical Review Polices (LMRP) and Correct Coding Initiative (CCI) edits
  - Sound knowledge of E&M guidelines and assignment for EMTC coding positions
  - Thorough knowledge of clinical trial methodology, coding and medical terminology
  - Good understanding of anatomy, physiology and disease processes
  - Proficient with Microsoft Office (word, excel)
  - Strong analytical and problem solving skills
  - Highly organized, high attention to detail, excellent time management skills
  - Excellent communication skills
  - Sound ability to handle stress and tight deadlines with a good attitude
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### Work Experience:

Clinical Coding Specialist, May 2006 – Present  
M. D. Anderson Cancer Center, Houston, TX

- Utilized the International Classified Disease, Clinical Modification and the Current Procedural Terminology classification systems to select appropriate codes.
- Reviewed and determined appropriate procedure and diagnosis codes.
- Initiated high-level decision-making skills by reviewing and appending codes.
- Managed to meet department accuracy & production standards.
- Compiled reports with pertinent statistical data.
- Ensured to attend training classes to update knowledge of coding.

Clinical Coding Specialist, March 2003 – April 2006  
Novartis, Houston, TX

- Participated in initiatives to improve the coding processes and systems.
  - Reviewed validation and planned coding section.
  - Resolved coding problems in consultation with related persons and organizations.
  - Ensured consistency of coding across and within projects.
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### Education:

Bachelor's Degree in Life Sciences, Tusculum College, Greeneville, TN

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