First M. Last

(555) 555-5555   professional.name@mail.com   linkedin.com/in/joe-mountaineer

EDUCATION

West Virginia University, Morgantown, WV   Expected: May XXXX
Bachelor of Science in Health Informatics and Information Management
GPA: 3.75

SKILLS & CERTIFICATIONS

- 3M Coding Software
- Tableau, R
- ICD-10-CM, HCPCS, and CPT
- Microsoft Office (Word, Excel, PowerPoint, and Access)

RELATED EXPERIENCE

Health Information Management Intern   August XXXX-Present
WVU Medicine, Ruby Memorial Hospital, *Morgantown, WV*

- Utilize Cerner EHR System to log ROI Requests (Patient and Legal Requests) in Request Management. Utilize Report Request in Cerner to search FIN # for patient.
- Utilize Powerchart to verify patient information on Authorization Form was correct.
- Scan Logged ROI documents into the folders to be processed. Log Requests as complete in the system.
- Format procedural documents for general and legal Release of Information for medical records.

Quality Department Intern   May XXXX-August XXXX
WVU Medicine, Ruby Memorial Hospital, *Morgantown, WV*

- Completed daily tasks such as responding to emails/phone calls from employees throughout the health system.
- Greeted and responded to inquiries in person and via email for various tasks needed to be performed.
- Completed spreadsheet on Excel regarding The Joint Commission accreditation regarding the 2021 survey for compliance.
- Researched policies on PolicyStat to verify the hospital was compliant and up to date.
- Created and presented a PowerPoint presentation to administration on internship experience.

ADDITIONAL EXPERIENCE

Customer Service Associate   January XXXX-Month XXXX
Marshall and Company, *Washington, PA*

AWARDS AND HONORS

WV Promise Scholarship   August XXXX-Present
WVU President's List   Fall XXXX, Spring XXXX

PROFESSIONAL ASSOCIATIONS

Student Member, AHIMA   January XXXX-Present
President, WVU Health Informatics and Information Management Club   August XXXX-Present

COMMUNITY INVOLVEMENT

WVU Student Ambassador Program, *Morgantown, WV*   September XXXX-June XXXX
Stepping Stones, *Morgantown, WV*   March XXXX-June XXXX