**First M. Last**

(555) 555-5555 professional.name@mail.comlinkedin.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