

SONYA REED

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OBJECTIVE

Health Information Technician position requiring the ability to perform detailed tasks, to change priorities quickly, and to communicate well

QUALIFICATIONS

- Registered Health Information Technician, 2003
- Family practice receptionist, 1.5 years: awarded Superior Service Certificate twice
- Five-month internship as assistant to Health Information Technician, Community Hospital
- Associate of Science, 2003

EDUCATION

Associate of Science, 2003, Savannah College of Georgia, Savannah, GA

Major: Health Information Technology GPA 3.6

Related Courses and Skills

- Medical Terminology • Clinical Classification Systems • Health Information Management
- Health Delivery Systems • Health Data • Introduction to Health Law and Ethics
- Human Disease Mechanisms • Word • Excel • Access • PowerPoint • Explorer

CERTIFICATION

Registered Health Information Technician, 2003

EXPERIENCE

- **Community Hospital, Savannah, GA** **January 2003-May 2003**
Clinical Internship. Under the direction of the Health Information Director, assisted Health Information Technician in reviewing and assigning diagnosis codes and DRGs. Abstracted appropriate information and retrieved medical records. Assisted chiefly with Medicare/Medicaid coding for three months. Checked charts into and out of records department.
- **Family Practice Partnership, Savannah, GA** **July 2001-December 2002**
Evening Receptionist. Answered telephone, scheduled appointments, and kept waiting room neat. Checked in patients, obtained insurance and billing information, and pulled charts for nurses. Copied requested records for transport to other medical offices. Provided cheerful, efficient service to patients; awarded Superior Service Certificate in 2001 and 2002.

ASSOCIATIONS

Community Hospital Volunteer, 2001 to Present

American Health Information Management Association, 2001 to Present

Scannable Resume