



Aisha Ramos

Coding Specialist

Coding specialist with 2 years of experience assigning ICD-10-CM, CPT, and MS-DRG codes using Epic and 3M Encoder while maintaining HIPAA and CMS compliance. Reduced average coding turnaround time from 2.8 days to 1.4 days by batching similar case types and prioritizing flagged discharges across 4 inpatient units.

CONTACT INFORMATION

(814) 555-0118

aisha.ramos@example.com

Meadville, PA 12345

KEY SKILLS

- ICD-10-CM and CPT Code Assignment
- MS-DRG Classification
- Epic Systems
- 3M Encoder
- HIPAA and HITECH Compliance
- Medical Terminology
- Claims Documentation Review
- Microsoft Excel
- NCCI Edits
- CMS Guidelines

PROFESSIONAL EXPERIENCE

2025 - Present

Coding Specialist | French Creek Community Hospital, Meadville, PA

- Managed 3,410 patient records in Epic across 4 inpatient units, verifying completeness and regulatory compliance for each encounter before code assignment.
- Reduced average coding turnaround time from 2.8 days to 1.4 days by batching similar case types and prioritizing discharges flagged by nursing staff.
- Built a weekly reconciliation process that matched coded encounters against discharge logs, catching 9 unfinished records per week and keeping the backlog under 1.5 days.
- Review admission and discharge documents for completeness, confirming that provider signatures, diagnoses, and procedure notes meet CMS guidelines.

2024 - 2025

Medical Records Clerk | Conneaut Lake Family Medicine, Conneaut Lake, PA

- Processed an average of 37 patient admission and discharge documents per day, scanning and indexing each record within 45 minutes of receipt.
- Assigned patients to diagnosis-related groups using 3M Encoder, cross-referencing NCCI edits to confirm code validity before submission.
- Reviewed records for accuracy and compliance with HIPAA regulations, flagging 14 documentation gaps per month for provider correction.

EDUCATION

Bachelor of Science (B.S.), Health Information Management

Pennsylvania College of Technology, Williamsport, PA | 2022 - 2024