

Angela Davis, RHIT, CCS

HEALTH INFORMATION TECHNICIAN | CODING, HIM & DATA INTEGRITY

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Professional Summary

AHIMA-credentialed Health Information Technician with 3.5 years of experience in medical coding, record integrity, release of information, and EHR data quality. Code 90+ inpatient and outpatient charts per day with 97% accuracy using ICD-10-CM/PCS, CPT, and HCPCS. Reduced DNFB days by 2.4 and maintained zero HIPAA violations.

Core Skills

CODING

ICD-10-CM/PCS CPT HCPCS MS-DRG APC E/M Coding Clinical Documentation Review

HIM OPERATIONS

Release of Information Record Analysis Chart Completion Coding Audits Data Abstraction Master Patient Index

COMPLIANCE

HIPAA CMS Joint Commission Privacy & Security Retention Policies

SYSTEMS

Epic HIM 3M Encoder Cerner MEDITECH Excel Tableau

Professional Experience

Health Information Technician / Coder

Jun 2023 – Present

Vanderbilt University Medical Center — Nashville, TN

- Code 90+ inpatient and outpatient records per day with 97% accuracy and MS-DRG assignment validated against audit.
- Reduced discharged-not-final-billed (DNFB) days by 2.4 by resolving documentation queries within 48 hours.
- Collaborate with physicians through compliant CDI queries, improving documentation specificity and case-mix capture by 6%.
- Perform quarterly coding audits and train 8 coders on guideline updates, raising team accuracy from 93% to 97%.
- Safeguard PHI under HIPAA, with zero reportable privacy incidents.

Medical Records Technician

Jul 2022 – May 2023

Tennessee Valley Community Health — Murfreesboro, TN

- Processed 150+ release-of-information requests per month with 100% on-time completion.
- Analyzed records for completeness and accuracy; reduced deficient charts by 20% through provider reminders.
- Maintained the Master Patient Index, merging 400+ duplicate records and improving data integrity.
- Digitized and indexed 12,000+ legacy records to the EHR.

Education

Associate of Applied Science in Health Information Technology

Nashville State Community College (CAHIIM-accredited)
2022

Certifications

- Registered Health Information Technician (RHIT), AHIMA
- Certified Coding Specialist (CCS), AHIMA
- CCA, AHIMA
- CPC, AAPC — in progress