

JANE A. SMITH, A.R.T.
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Position Desired:

Medical Record (Health Information) Technician/Support Specialist.

Employment History:

1989 – ABC HOSPITAL (Home Care), Any City, NY
Present

Information Manager

Responsible for the management of the medical data/records system of a hospital-based home health care agency. Various duties include record analysis; release of information; ICD-9-CM coding specific to 485 Medicare reimbursement requirements for HHC; maintenance of quality, accuracy and timelines of medical data for billing; quality assurance reporting; regulatory agency requirements; and Medical-legal aspects of medical records.

1987 – ABC MEMORIAL HOSPITAL, Any City, NY
1989

DRG Analyst/ Medical Data Services Team Leader

Monitored all activities within the department during evenings. Responsibilities included maintaining an adequate level of productivity and accuracy, abstract and initiate billing process, assisting management staff in the areas of correspondence, release of information, analysis and coding, and other department activities. This position also included supervision of DRG technicians and DRG assignment QA. I performed analysis and review of concurrent discharged charts for quality of ICD-9-CM coding and assuring correct DRG of knowledge for optimum reimbursement. Being Team Leader required a strong background of knowledge and experience in all areas of this large medical record department and the capability of working independently as well as with a team approach.

1986-1987 XYZ NURSING HOME, Any City, NY

Assistant to the Director of Medical Records

Assisted the Medical Records Department in all areas of medical records administration for long-term care. Responsible for monthly reporting of infection control, incident reporting, deficiency audits and indexing and coding of diseases.

Education:

Maria Regina College, Syracuse, NY
Associates Degree – Medical Record Technology

Onondaga Community College, Syracuse, NY
Associates Degree – Applied Science (1981)

Accreditation:

A.R.T. earned in October 1987.

Personal Interests:

Traveling, sports, reading, and continuing education.

References:

Available upon request.