

# DARLENE DAILEY

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## Job Target: Health Information Technician

### PROFILE

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Health Information Technology graduate with 4 years medical administrative office experience. Active listener recognized for detail oriented abilities and skilled in the application of computer software. Proven dependability and willingness to accept new responsibilities. Excel in working with data/details and starting up and carrying out projects through completion.

Additional skills offered:

- Registered Health Information Technician (RHIT) certification
- AAS degree in Health Information Technology
- Expertise in ICD-9-CM and CPT coding
- Knowledge of licensing, reimbursement and accreditation standards

### EDUCATION

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**Health Information Technology – Associate of Applied Science Graduate**                      **2013**  
**Waukesha County Technical College – Pewaukee, WI**

Coursework included:

Health Data Management	Medical Terminology	Basic Anatomy
ICD Diagnosis/Procedure Coding	Health Informatics	Quality Management
Applied Coding	Technical Reporting	CPT Coding

### Clinical Practice

**St. John’s Hospital – City, State**    **Spring and Fall Semesters – 2013**

- Served 200 hour internship to apply acquired skills in a health care facility
- Provided opportunity to prepare for the certification exam.

### Acquired Skills

- Understanding of the collection, analysis and reporting of health care data
- Recognize the importance of confidentiality and security of patient health information
- Knowledge of disease, treatments, computer systems, regulatory and ethical issues plus application of organizational skills.

### EXPERIENCE

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**Office Receptionist/Patient Scheduler**    **2009 – Present**  
**Medical Clinic –**    **City, State**

- Answer on average 30 phone calls/day to schedule or reschedule doctor appointments.
- File and enter confidential patient information into computer database system.