Entry Level Health Information Technology Resume

BRADLEY FOX

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HEALTH INFORMATION TECHNICIAN | **MEDICAL RECORDS COORDINATOR** | **DOCUMENT MANAGER**

Diligent, detail-oriented Registered Health Information Technician (RHIT®) with successful experience in hospital and rehabilitation environments. Thorough working knowledge of HIPAA policies and procedures; expertise in ICD-10-CM and CPT coding; and well-versed in licensing, reimbursement and accreditation standards.

Experience

HEALTH INFORMATION TECHNICIAN, 9/2012 to Present
ABC Community Hospital, Sometown, MD

Abstract and code clinical data using standard classification systems in a 362-bed, acute-care hospital setting. Review records for completeness, accuracy and regulatory compliance.

- Contributed to hospital's recognition as one of JCAHO's top-performing hospitals in the U.S. in 2016. Formally recognized by CEO for maintaining the integrity of the master patient index.
- Maximized reimbursements by ensuring accurate ICD-10-CM and CPT coding and conducting quality audits of providers' selected codes compared to chart documentation.
- Ensured records met quality and risk-management requirements by participating in hospital chart review committee.
- Rapidly mastered 3M™ ClinTrac™ Clinical Abstracting Software and 3M clinical encoders software for fast, accurate coding and abstracting.
- Provided ongoing training to staff on intricacies of insurance submissions, codes and intake procedures to minimize rejections for referral- or registration-related reasons.

ADMINISTRATIVE MANAGER, 8/2008 to 9/2012
DEF Rehabilitation Agency, Sometown, MD

In charge of accounts receivable, payroll administration, HR recordkeeping and inventory management for agency providing outpatient rehabilitation services.

- Collected $28,500 from previously denied Medicaid reimbursements. Researched payment denials and prepared thorough documentation required to process reimbursements.
- Helped raise state survey to "superior" rating with zero deficiencies. Resolved issues with residents' bank accounts/funds access and ensured personnel files met regulatory standards.
- Marketed Alzheimer's rehabilitation program on social media, generating requests for facility tours and increasing enrollment by 11 percent in six months.
- Built mutually respectful relationships with third-party payers, HMOs, PPOs, Medicare, Medicaid, workers' compensation (WC) carriers and independent commercial carriers.

Education

ASSOCIATE IN APPLIED SCIENCE IN HEALTH INFORMATION TECHNOLOGY
ABC College, Sometown, MD
Completed 150-hour clinical practicum at XYZ Hospital in Sometown, MD

Registered Health Information Technician (RHIT®)

Member, American Health Information Management Association

Entry level health information technology resume is crucial for aspiring professionals aiming to establish a career in the healthcare IT sector. As the healthcare industry increasingly relies on technology for data management, patient records, and information exchange, the demand for skilled individuals in health information technology (HIT) continues to rise. Crafting an effective resume is the first step toward landing a job in this competitive field. This article will guide you through the essential elements of an entry-level health information technology resume, including formatting, key skills, relevant experience, and tips for optimizing your resume for applicant tracking systems (ATS).

Understanding Health Information Technology

Health Information Technology encompasses the systems and processes that manage and analyze health information. This field plays a vital role in improving healthcare delivery, enhancing patient safety, and ensuring compliance with regulations. Professionals in this sector may work with electronic health records (EHRs), data analytics, health information exchange, coding, and billing.

Key Components of an Entry Level Health Information Technology Resume

When crafting your resume for a position in health information technology, it is essential to include the following key components:

1. Contact Information

Your resume should begin with your contact details, which typically include:

- Full name
- Phone number
- Professional email address
- LinkedIn profile (optional)
- Address (optional)

Ensure your email address is professional and straightforward, ideally combining your first and last name.

2. Objective Statement or Summary

An objective statement or summary is a brief section at the top of your resume that highlights your career goals and what you bring to the table. For entry-level positions, focus on your enthusiasm for the field and your willingness to learn.

Example:
"Recent graduate with a degree in Health Information Management and a passion for leveraging technology to improve healthcare delivery. Seeking an entry-level position in health information technology to apply my knowledge of EHR systems and data management while contributing to a dynamic healthcare team."

3. Education

Your educational background is particularly important for entry-level positions. Include the following details:

- Degree(s) obtained
- Major(s) or area of study
- Name of the institution
- Graduation date (or expected graduation date)

If you have a strong GPA (usually 3.0 or higher), feel free to include it. Additionally, list any relevant coursework that relates to health information technology, such as:

- Health Informatics
- Medical Coding and Billing
- Database Management
- Health Data Analytics

4. Relevant Experience

For entry-level roles, relevant experience may come from internships, volunteer work, or academic projects. If you lack formal work experience, focus on any hands-on training you have completed, such as:

- Internships in healthcare settings
- Part-time jobs in medical offices
- Volunteer roles in health-related organizations
- Academic projects or case studies

Use bullet points to describe your responsibilities and achievements. Be specific and quantify your accomplishments when possible.

Example:
- Assisted in the implementation of a new EHR system, resulting in a 20% increase in data accuracy.
- Conducted audits of patient records to ensure compliance with HIPAA regulations.
- Collaborated with a team of students to develop a database for tracking patient outcomes in a clinical setting.

5. Skills Section

Highlight both hard and soft skills that are relevant to health information technology. Consider the following:

Hard Skills:
- Familiarity with EHR systems (e.g., Epic, Cerner)
- Knowledge of medical coding (ICD-10, CPT)
- Data analysis and reporting
- Proficiency in Microsoft Excel and Access

Soft Skills:
- Strong communication and interpersonal skills
- Attention to detail
- Problem-solving abilities
- Adaptability in fast-paced environments

6. Certifications

Certifications can enhance your resume and demonstrate your commitment to the field. Consider obtaining the following certifications, especially if they are relevant to your desired role:

- Certified Coding Associate (CCA)
- Certified Health Data Analyst (CHDA)
- Registered Health Information Technician (RHIT)
- Health Informatics Certificate

Include any certifications you currently hold, along with the date obtained.

Formatting Your Resume

The format of your resume plays a significant role in how your information is perceived. Here are some formatting tips:

1. Keep It Concise

Aim for a one-page resume, especially if you are an entry-level candidate. Employers often spend only a few seconds scanning each resume, so clarity is key.

2. Use Clear Headings

Organize your resume with clear headings for each section. This helps the reader navigate your resume easily.

3. Choose a Professional Font

Use a simple, professional font such as Arial, Calibri, or Times New Roman, with a font size between 10-12 points. Ensure there is adequate white space for readability.

4. Use Bullet Points

Bullet points make it easier for employers to scan through your experience and skills quickly. Start each bullet point with an action verb to convey your accomplishments effectively.

5. Tailor Your Resume

Customize your resume for each application by incorporating keywords from the job description. This not only demonstrates your fit for the role but also helps your resume pass through ATS filters.

Tips for Optimizing Your Resume for ATS

Many employers use Applicant Tracking Systems (ATS) to filter resumes before they reach human eyes. To optimize your resume for ATS, consider the following:

1. Use Standard Job Titles

Stick to conventional job titles and descriptions rather than creative titles that may not be recognized by ATS.

2. Avoid Graphics and Images

ATS may struggle to read graphics or images. Stick to a text-based format.

3. Incorporate Keywords

Identify keywords from the job description and incorporate them naturally throughout your resume. This includes specific skills, software, and qualifications.

4. Use Standard Section Headings

Use traditional headings like "Education," "Experience," and "Skills" to help ATS categorize your information correctly.

Final Thoughts

Creating an effective entry-level health information technology resume requires careful attention to detail and a focus on relevant experience and skills. By following the guidelines outlined in this article, you can craft a resume that stands out to potential employers and increases your chances of securing a position in this growing field. Remember, your resume is often the first impression you make, so invest the time to make it clear, concise, and tailored to the job you seek. Good luck!

Frequently Asked Questions

What should I include in an entry-level health information technology resume?

Include your education, relevant certifications, any internships or volunteer experience, technical skills (like EHR software), and soft skills such as communication and teamwork.

How can I highlight my technical skills on my health information technology resume?

Create a dedicated skills section where you list relevant technical skills, and provide examples of how you've used these skills in projects or previous roles.

Should I include my GPA on my entry-level health information technology resume?

If your GPA is 3.0 or higher, you can include it, especially if you are a recent graduate. Otherwise, focus on relevant coursework and skills.

How do I format my entry-level health information technology resume?

Use a clean, professional format with clear headings, bullet points for easy reading, and a consistent font. Consider using reverse chronological order for your experience.

What types of certifications are beneficial for an entry-level health information technology resume?

Certifications like Certified Health Data Analyst (CHDA), Certified Electronic Health Record Specialist (CEHRS), or CompTIA Healthcare IT Technician can enhance your resume.

How can I make my resume stand out for an entry-level health information technology position?

Tailor your resume for each position by using keywords from the job description, showcasing relevant projects, and emphasizing your enthusiasm for the field.

Is it necessary to include references on my health information technology resume?

It's not necessary to include references on your resume. Instead, mention that references are available upon request, and prepare a separate list to provide when asked.

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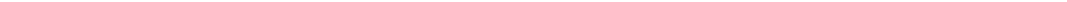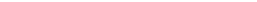
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Craft the perfect entry level health information technology resume with our expert tips and examples. Learn more to land your dream job in health IT!

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