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| --- | --- |
| Name: |   Michelle Lara Woodcock |
| Phone: |   815-575-0153  |
| Email: |   michellelarawood@yahoo.com |
| Location: |   US-IL-Marengo-60152 () |
| Last Modified: |   7/28/2019 3:52:31 PM |

 Work History

|  |  |  |
| --- | --- | --- |
| Company Name: |   Mercy Harvard Hospital | 10/01/2018 - Present |
| Job Title: |   Emergency Room Nursing Technician |
|  |
| Company Name: |   Advocate Medical Group | 06/01/2017 - 01/31/2018 |
| Job Title: |   Advocate Medical Group/Coder I |
|  |
| Company Name: |   United Airlines, O'Hare Airport | 09/01/1998 - 01/31/2010 |
| Job Title: |   Ground Equipment Mechanic (GEM) Journeyman |
|  |
| Company Name: |   Aerospace Ground Equipment | 01/01/1994 - 07/31/2002 |
| Job Title: |   Mechanic Journeyman |
|  |
| Company Name: |   International Association of Healthcare Central Service Material Management (IAHCSMM) | 04/01/1995 - 12/31/1997 |
| Job Title: |   Office Management/Assistant to Board of Directors |
|  |

 Education

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| --- | --- | --- | --- |
| School: |   Rasmussen College of Nursing, Rockford, Illinois | Graduation Date: |  |
| Major: |    |
| Degree: |   Associate Degree |
| School: |   University of Illinois at Chicago - College of Applied Health Sciences, Chicago, Illinois | Graduation Date: |  |
| Major: |    |
| Degree: |   Bachelor's Degree |
| School: |   McHenry County College. Crystal Lake, Illinois | Graduation Date: |  |
| Major: |    |
| Degree: |   None |

 Additional Skills And Qualifications

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| --- | --- | --- | --- |
| Recent Job Title: |    Emergency Room Nursing Technician | Recent Wage: | 0 per  |
| Security Clearance: |   No |  |  |

 Desired Position

|  |  |  |  |
| --- | --- | --- | --- |
| Desired Wage: |    per  | Desired Employment Type: |  |
| Desired Travel: |    |   Desired commute: |  |
| Desired Relocation: | No |  |

 Resume

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| --- |
| Michelle L. Lara-Woodcock, RHIA5612 Meyer Road, Marengo, Illinois 60152815-575-0153 mlaraw2@gmail.comEMERGENCY ROOM NURSEA graduate with a Bachelor of Science in Health Information Management (HIM) and a RegisteredHealth Information Administrator (RHIA, 2017), and an Associates in Nursing Science. Excellent inresearch, time management and problem-solving skills. Highly organized and detail orientated withthe ability to manage multiple projects and consistently meet deadlines.HIPPA Policies and ProceduresStrong Verbal CommunicatorReimbursementsMedical Statistics Project Management Quality AssuranceStrategic Planning Team Leadership Medical TerminologyAnatomy and Physiology Filing Systems Time ManagementPayment Denials Medical Insurance Medical RecordsEmergency Room Intensive Care Unit Outpatient SurgeryEKG Registered Nurse (RN) Patient CareEXPERIENCESEmergency Room Nursing Technician October 2018 - CurrentMercy Harvard Hospital, Harvard, IllinoisThe mission statement of Mercy is an inspiring reminder of our calling. It also unites and directsactivities across our entire health and human services ministry. Documentation of care provided in the electronic medical record. Assist Physician and Registered Nurse with all wound care procedures. Insert, remove and irrigate Foley catheters. Insert and remove intravenous catheters. Administer tube feedings. Instruct patients on the use of incentive spirometry. Presence and absence of pulses using a Doppler. Perform EKGs. Assist during Code Blue situations under the direction of the Registered Nurse. Perform bladder scans. Obtain specimens (blood, urine, and stool). Nasogastric gastric tube insertion and management. Simple dressing changes.Advocate Medical Group/Coder I June 2017-January 2018Advocate Medical Group, Oak Brook, IllinoisAdvocate is the largest health system in Illinois. A faith based, non-for-profit health system thatis based in Downers Grove, Illinois. Abstracts pertinent information from patient records and assigns the InternationalClassification of Diseases, Clinical Modification (ICD), Current Procedural Terminology (CPT)or Healthcare Common Procedure Coding System (HCPCS) codes, creating Ambulatory PatientClassification (APC) or Diagnosis-Related Group (DRG) assignments. Obtains acceptable productivity/quality rates as defined per coding policy. Queries physicians when code assignments are not straightforward or documentation in therecord is inadequate, ambiguous, or unclear for coding purposes. Keeps abreast of and complies with coding guidelines and reimbursement reporting requirements. Successful track record of compiling, abstracting and assigning accepted medical codes. Well-versed in code diagnoses (ICD-9, ICD-10) derived from medical record documentation. Competent at reviewing records for completeness, correctness and compliance with regulations. Known for maintaining the confidentiality of medical records. Comprehensive knowledge of Common Procedure Coding System (HCPCS) Thorough understanding of appropriate Centers for Medicare &amp; Medicaid Services. Strongly familiar with anatomy, physiology, and medical terminology. Use document scanning and management software. Talented in assuring accuracy of medical records in compliance with state and federalregulationsOffice Management/Assistant to Board of Directors April 1995 - December 1997International Association of Healthcare Central Service Material Management (IAHCSMM),Chicago, IllinoisIAHCSMM is the premier association representing health Central Service professionals worldwide.Provided efficient and professional administrative and clerical service to colleagues andsupervisors; provided excellent customer service to external and internal customers. Maintained equipment inventory, scheduled maintenance and handled customer correspondence. Managed certification provisions, invoices and provided support to customers. Provided employees with guidance in handling difficult or complex problems or in resolvingescalated complaints. Managed, tracked, and resolved overdue membership balances. Provided clerical support to the board of Directors. Responsible for all Accounts Payable and Accounts Receivable processes. Assisted in month end closing and year end close. Assisted in coordinating the annual conference and expos.Aerospace Ground Equipment (AGE) Mechanic Journeyman January 1994- July-2002United States Air Force / Air Force Reserves, Milwaukee, WisconsinThe mission of the United States Air Force is to fly, fight and win in air, space, and cyberspace. Honorable discharge at E-4 pay-grade. Performed scheduled/unscheduled maintenance on AGE. Inspected/tested/operated AGE to determine equipment serviceability and proper operation. Used automated maintenance system to maintain equipment records, and document maintenanceactions. Interpreted/implemented policy directives and instructions pertaining to maintenance,including environmentally safe maintenance practices. Supervised/trained mission ready Airmen.Ground Equipment Mechanic (GEM) Journeyman September 1998 - January 2010United Airlines, O'Hare Airport, Chicago, Illinois Performed scheduled/unscheduled maintenance on ground support equipment (GSE). Inspected/tested/operated GSE to determine equipment serviceability and proper operation. Used automated maintenance system to maintain equipment records, and document maintenanceactions. Interpreted/implemented policy directives and instructions pertaining to maintenance,including environmentally safe maintenance practices. Supervised/trained new mechanics.EDUCATIONAssociates in NursingRasmussen College of Nursing, Rockford, Illinois 2019Licenses Number Sensitive information was removedBachelor of Science in Health Information ManagementUniversity of Illinois at Chicago - College of Applied Health Sciences, Chicago, Illinois 2017Billing and Coding Certificate: ICD-10-CM and ICD-10-PCSMcHenry County College. Crystal Lake, Illinois, 2014RHIA CertificationAHIMA, Schaumberg, Illinois, 2017Certified Nursing AssistantIDPH, Rockford, Illinois 2018ADDITIONAL SKILLSMicrosoft Word, Excel, Access, EKGs, Bladder Scanners, PowerPoint, Smart Draw, IBM SPSS Statisticprogram, Epic, Cerner, 3M Coding and Reimbursement System, MRView, MRView Coding Module, InformationQuest (IQ), IDX, Allscripts.ADDITIONAL INFORMATIONIllinois Health Information Management Association Member-2014 to presentChicago Area Health Information Management Association-2014 to presentAmerican Health Information Management Association Member-2014 to presentUnited Airlines Employee of the Month Award-May 2006American Heart Association (AHA) Basic Life Support certification for the Healthcare Provider-2017to present |