

Riley J. Minnich

Home Address

110 Campbell Ave SW, Apt 207
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Phone: (540) 449-5281

Education

Virginia Western Community College: 2020-2022

Certifications: Medical Billing, Medical Office Specialist, Health Records Coding

Radford University, Radford, VA, 2016-2019

Major: Communications

Hollins University, Roanoke, VA, 2015-2016

Majors: Psychology and English

Skills

MS Office	Certified Professional Coder	Certified Coding Associate
Anatomy Knowledge	Medical Terminology	Research
People Skills	Medical Billing	Medical Office Duties
Time Management	Multitasking	Communication
Organization	Attention to Detail	Interpersonal Communication

Employment **ABC Store,** Roanoke, VA

Sales Associate, December 2021-present

Run cash register, stock products, assist customers

Earth Fare, Roanoke, VA

Deli Worker, February 2021-November 2021

Made sandwiches, made salads, cleaned floors and counters, made pizza

Cognition, Affect, and Psychophysiology Lab, Virginia Tech, Blacksburg, VA

Emergency Hire Assistant, May 2017-August 2017, May 2019-August 2019

Checked data, coded study videos, edited EKG files

Leadership

Radford : Worked with Radford On Camera student media group directing and writing videos

Awards

Achievements

Self-published the book *Rags to Rainbows* on Amazon.com

Directed one video for Radford On Camera and wrote two videos

Have an online portfolio to showcase my writing work at:

<https://rminnich96.wixsite.com/mysite>

Riley Minnich, CPC

Roanoke, VA 24016

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Qualifications Summary

- AAPC- certified and state-licensed medical coder backed by two years of practical training in a college setting
 - In-depth knowledge of ICD-10-CM, the 2022 edition of the CPT manual, and the 2022 edition of HCPCS
 - Skillful and precise in assigning correct codes for conditions and procedures
 - Possess excellent communication skills that make for a more effective work environment
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Education & Credentials

Health Records Coding Certificate, Virginia Western Community College (Roanoke, VA), 2022
Medical Office Specialist Certificate, Virginia Western Community College (Roanoke, VA), 2022
Medical Billing Specialist Certificate, Virginia Western Community College (Roanoke, VA), 2022
Certified Professional Coder (CPC), American Academy of Professional Coders (AAPC), 2022-present

Key Course Competencies

- ICD-10-CM Coding
 - CPT Coding
 - HCPCS Coding
 - Medical Records Review
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Professional Experience

Medical Coder, Virginia Western Community College (Roanoke, VA), 2020-2022

- Study under certified coders
- Learn how to expertly work with HCPCS, CPT, and ICD to assign codes to conditions and procedures
- Study anatomy and medical terminology