

# MARK FLYNN BBA, CCA

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Hello:

I'm looking for a position as a Medical Record Coder. Do you want a Coding service that efficiently and ethically maximizes reimbursement to the **Health Care Provider**, and offers positive value to Patients and Payers?

If you answered "YES" Call Me – Let's Talk.

I am open to any opportunities in your HIM department that will benefit from my skill set.  
Please see the "Competency" section of my resume (below) for my list of applicable skills.

A little background...

Since 1995 I was the Internet Commerce Director for a chain of Saturn vehicle retail outlets in California, the North Bay Saturn Group. Quite removed from the world of health care. My wife and I moved to Grants Pass, Oregon, in 2002 and I continued to run North Bay Saturn's Internet sales operation remotely via virtual private networks. I literally became North Bay's "virtual" employee.

Sensing that the ice was growing ever thinner under General Motors/Saturn's feet, about two years ago I decided to re-invent myself as a medical coding technician. I did so because I saw an attractive future in the realm of Electronic Health Records. And because I felt that I could meld my unique set of computer skills with medical record analysis and create an interesting, useful, medical coding career.

While continuing to work for North Bay Saturn, I enrolled in the American Health Information Management Association's (AHIMA) Basic Coding course and have successfully completed:

- ◆ Anatomy and Physiology
- ◆ Medical Terminology - at RCC
- ◆ Medical Clinical Terminology - at RCC
- ◆ Healthcare Data Content and Structure
- ◆ Pathophysiology and Pharmacology
- ◆ Basic ICD-9-CM Coding, Part 1
- ◆ Basic ICD-9-CM Coding, Part 2
- ◆ Basic CPT Coding, Part 1
- ◆ Basic CPT Coding, Part 2
- ◆ Medical Office Procedures

I recently completed, and received an "A" grade in AHIMA's Coding - Professional Practice Experience course. All of this is in addition to my Bachelor's degree in Business Administration from Kent State University in Ohio.

I received the Certified Coding Associate (CCA) credential from The American Health Information Management Association, and am working towards my Certified Coding Specialist - CCS ticket.

Best regards, Mark Flynn

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## Objective Statement

Provide expert processing and maintenance of medical records that ethically, efficiently and accurately serves Providers and Patients while applying appropriate laws and regulations of health information.

## Employment Objectives

Medical Records Technician, GS-0675, Coder I, Medical Record Analyst, Health Data Analyst, Medical Coder, Clinical Coder, Medical Coding Technician.

## Competency

- ◆ Making sure that patient's initial medical charts are complete, that all forms are completed and properly identified and authenticated.
- ◆ Assign diagnosis/procedure codes using ICD-9-CM, CPT, HCPCS level II.
- ◆ Validate coding accuracy using clinical information found in the health record.
- ◆ Maintain department and facility-wide coding guidelines.
- ◆ Assist in the facility's billing process.
- ◆ Investigate health plan payment denials.
- ◆ Abstract records for department indices/databases/registries.
- ◆ IT support that maximizes PC desktop productivity.
- ◆ Expert rating from Microsoft in Excel and Word. Power User for Outlook, Access, Front Page and Power Point.

## Employment



1995 - 2008 North Bay Saturn Group: Santa Rosa, California  
**Internet Commerce Director**

Managed on-line auto dealerships: [www.NorthBaySaturn.com](http://www.NorthBaySaturn.com), including Saturn of Santa Rosa, Saturn of Fairfield, Saturn of Vacaville & Marin.

- ◆ Grew North Bay Saturn's web presence using Search Engine Optimization SEO and Internet Marketing technologies.
- ◆ Created web progress reports using Microsoft Outlook, Access & Excel, Cobalt Prospector, GM DealerWorld, Executive Assistant, Client Access, ARG-DMS (Auto Retail Group-Dealer Mgmt System).
- ◆ Configured & managed enterprise wide e-mail communication.
- ◆ Developed effective, personalized, responsive email advertising campaigns.
- ◆ Security Administrator for GM DealerWorld.

## Founded

Momentum Computer Company – Manufacturer of Desktop PC Computers

## Education

**BA: Business Administration**  
Kent State University

Kent, Ohio

## Accreditations

**CCA – Certified Coding Associate**

AHIMA

## Web Site

[www.MarkFlynn.biz](http://www.MarkFlynn.biz)