

## **NORMA HELTON**

**OBJECTIVE:** To enrich my knowledge in Health Information Technology

### **QUALIFICATIONS**

RHIT with extensive knowledge in Compliance (DRG's, APC's Operative Reports, History and Physicals). Coding both Acute care and Long term Acute care, Inpatient and Outpatient day surgeries. Successful accomplishments instructing students in Coding, Pathology, Pharmacology and Medical Assisting. Knowledge of both encoder (3M) and code books. Knowledge of Medisoft, Meditech, Quadramed and Affinity coding software. In addition to CPSI, Paragon, SharePoint, Eweb, OnBase and Citrix.. Medical Assisting in both front and back office. Strong background in organization and tabulating. Worked effectively with broad range of healthcare professionals.

### **EDUCATION**

North Harris Community College, Houston TX  
AAS, Health Information Technology, Minor: Psychology  
Obtained RHIT Credentials, 4/2003

Texas School of Business, Houston TX  
Diploma Medical Assistant, 1989

### **EMPLOYMENT**

Triumph Healthcare, Houston TX  
2006-present  
Coding Manager

Manage a staff of 18 coders for 37 hospitals. Audit and review charts. Responsible for all admission, concurrent and final coding. Hold daily coder calls to check for coverage and assign replacement coders. Training new coders on all coding software. Participate in weekly Patient Care meetings to confirm treatment plans for each patient and evaluate each assigned DRG. DRG Reimbursement Coordinator, LTAC Demonstration, RAC, MAC, SOX and Auditing charts

Houston Community College, Houston TX  
2004-Present  
Adjunct Faculty  
Instructor for Coding, Reimbursement, ICD-10, Pathology and Pharmacology.

Twelve Oaks Hospital, Houston TX

2004-2007

Coding Specialist

Compliance for DRG's, APC's, OP reports, H&P's, Medical record and Telephone Order reviews. Coding Inpatient and Outpatient charts. Working closely with admitting office and CBO to ensure all coding and billing issues are resolved.

KMR, LLC, Naval Hospital, Great Lakes, IL

2003-2004

Outpatient Coder

Coded all Outpatient records with emphasis on Pediatrics, Internal Medicine, and Family Practice. Reviewed and corrected codes for third party billing

Medical Income Concepts Incorporated (MICI), Houston TX

2002-2003

Medical Coder

Code Anesthesia records, Inpatient and Outpatient procedures and surgeries

HealthSouth Rehabilitation Hospital, Houston, TX

2002 Clinical

Assembled, Analyzed and Coded Inpatient and Outpatient records

Memorial Hermann Hospital, The Woodlands, TX

2001 Practicum

Coded Outpatient Procedures, Assembled and Analyzed records

Texas School of Business, Houston, TX

1992

Medical Assistant Instructor

Planned course content and method of instruction

Presented lectures and discussions

Taught students in classroom and workplace settings

Avanti Medical Group, Houston, TX

1989-1992

Medical Assistant

Assisted physicians with patient exams, minor surgeries and laboratory tests

Performed Phlebotomy procedures on adults and children

Supervised Medical Assistant students

Obtained and utilized CPT, ICD-9, HCPCS and E&M codes