DONNA RICHARD, MS, RHIA, CCS-P

512-228-0588

donna.richard618@gmail.com

https://wwwlinkedin.com/in/drichard4

Certifications

Registered Health Information Administrator – RHIA

Certified Coding Specialist – Physician Based - CCS-P

Education

University of San Diego ***2020-2022***
College of Hahn School of Nursing and Health Science
Master of Science: Health Care Informatics ***Graduation: August 31st, 2022***

- Health Care Analytics (Data Science Track)

Texas State University – San Marcos, TX ***2010-2015***
College of Health Professions
BSHIM, Major: Health Information Management ***Graduation: May 14, 2015***

Second Major: Texas State University – San Marcos, TX
College of Psychology
BA, Major: Psychology
Graduation May 14, 2015

Experience

Memorial Hermann Health System– Certified Outpatient Coder ***July 2015-Present***
Houston, TX

- Working in a remote setting applying ICD-10-CM and CPT classification codes to outpatient medical charts in a hospital setting. Examples include colonoscopies, EGDs, fractures, and neurostimulators, etc.

Internship
Seton Administrative Office February 2 – March 6, 2015

HEB – Cash Control November 2006 – July 2015
12860 Research Blvd. Austin TX 78750
Positions held – Cash controller and lead cash controller
Key job responsibilities

- Managing the bookkeeping office and preparing tills for the business day, as well as balancing daily and weekly reports, creating a schedule for eight people and staying within the budget, Complying with Standard Operating Procedures and Regulations for money orders and Western Union, Knowing and understanding all aspects of the business center and bookkeeping, Customer Service, and Keeping the department well organized and clean