

**Bruce D. Rice**  
2230 South Redondo Blvd # 2  
Los Angeles, CA 90016  
(213) 944-2493  
brucedrice@gmail.com

---

**Career Objective:**

Medical Biller and Electronic Health Records Specialist seeking for an opportunity to grow as a professional in the Medical Field.

**Skills & Qualifications:**

- ❖ Dependable, Reliable, Schedule Flexibility
- ❖ Team-oriented
- ❖ Outstanding Communication Skills
- ❖ Microsoft Office, e.g. word, power point
- ❖ Workstation installation
- ❖ Computer systems , introductory level
- ❖ EHR functionality & meaningful use
- ❖ Regulatory compliance
- ❖ Inventory management
- ❖ Medical Billing Procedures
- ❖ Generating & processing claims
- ❖ Insurance verifications
- ❖ ICD-9 & 10 coding
- ❖ CPT coding
- ❖ HCPCS coding
- ❖ Medical computer management software (medisoft)
- ❖ Medical Terminology knowledge
- ❖ Pulling and filing medical records
- ❖ Correspondence management e.g., mail, e-mail, fax, scan, copy
- ❖ Data entry & transcription
- ❖ Medical records auditing

**Work Experience:**

General Labor (temporary) California Cartage Company, Wilmington, CA	August 2015-October 2015
Customer Service Representative Dominos Pizza, Las Vegas, NV	May 2014- January 2015
Sales Associate Autozone, Las Vegas, NV	March 2013- July 2014
Sales Associate Bed Bath & Beyond, Corona, CA	November 2011- November 2012
Senior Game Advisor GameStop, Davis, CA	April 2006- May 2011

**Education:**

<b>Health Information Technology Diploma</b> A-Technical College, Huntington Park, CA	June 2015- Present
<b>High School Diploma</b> Inglewood High School, Inglewood, CA	2007 Graduate

**Certificates of Completion & Acknowledgements:**

- ❖ OSHA
- ❖ HIPAA
- ❖ Electronic Health Records (EHR)
- ❖ CPR Certified
- ❖ Perfect Attendance
- ❖ Academic Achievement

*References Available Upon Request*

C 1) After washing your hands, which item should be used to dry them?

- a) Clean apron
- b) Sanitized wiping cloth
- c) Single use paper towel
- d) Common used cloth

C 2) While washing dishes by hand, which item should you wear?

- a) Cutting glove
- b) Oven Mitt
- c) Rubber glove
- d) Nothing

D 3) When should you wash your hands?

- a) Before you start work
- b) After handling non-food items (garbage, money, cleaning chemicals)
- c) After using the restroom
- d) All of the above

B 4) If you need to move a heavy load, you should PULL and not PUSH the object.

- a) True
- b) False

E 5) Which of the following could you be at risk for getting burned from?

- a) Steam from boiling pots
- b) Hot liquids (coffee, soup, tea)
- c) Hot equipment (ovens, pots, chaffing dishes)
- d) Harsh chemicals
- e) All of the above

A 6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.

- a) True
- b) False

C 7) What should you do if you spill liquids or see a liquid spill?

- a) Leave it for someone else to clean-up
- b) Wait until the end of your shift to clean it
- c) Flag the spill and clean it immediately
- d) Not sure

C 8) When handling hot items you should?

- a) Wear rubber gloves
- b) No need to wear anything
- c) Use an oven mitt or dry cloth towel
- d) Nothing

D 9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?

- a) Rinsing
- b) Scraping
- c) Washing
- d) Sanitizing

C 10) What is the proper method for cleaning and sanitizing stationary equipment?

- a) Spray with a strong cleaning solution and wipe with a sanitized cloth
- b) Spray with a sanitizing solution, then rinse with clean water and dry
- c) Wash and rinse, then wipe or spray with a chemical-sanitizing solution
- d) Brush off loose soil with a clean cloth, then wipe with a sanitizing solution