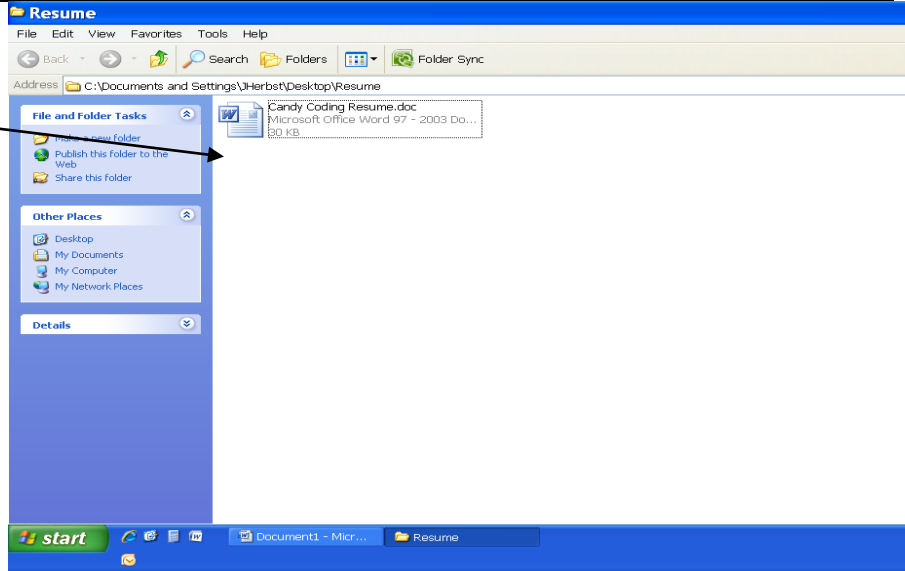


Converting Your
Document

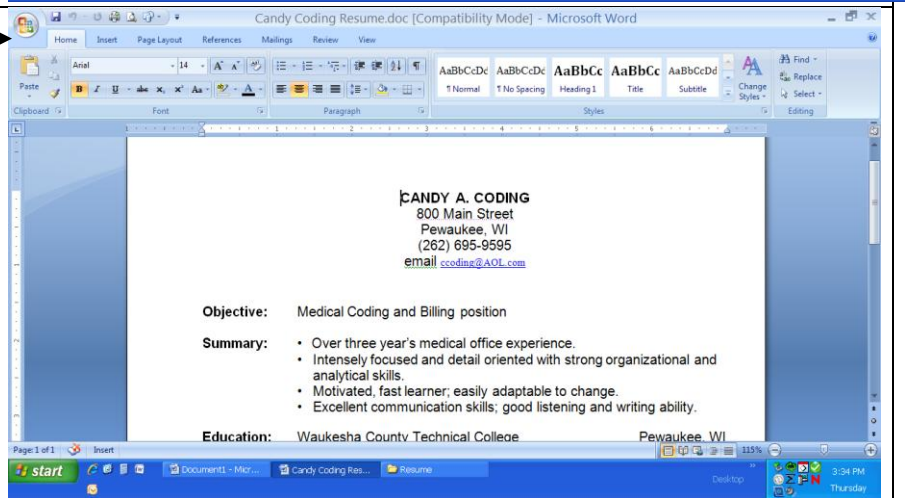
to

**Plain Text
Format**

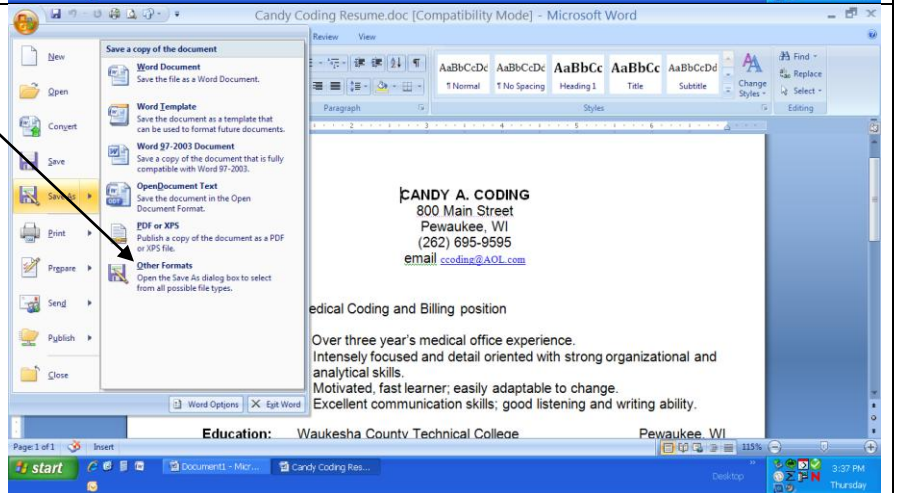
Open your Word document by double-clicking it.



Click on the Office Button (in Word 2007) or File (in Word 2003)

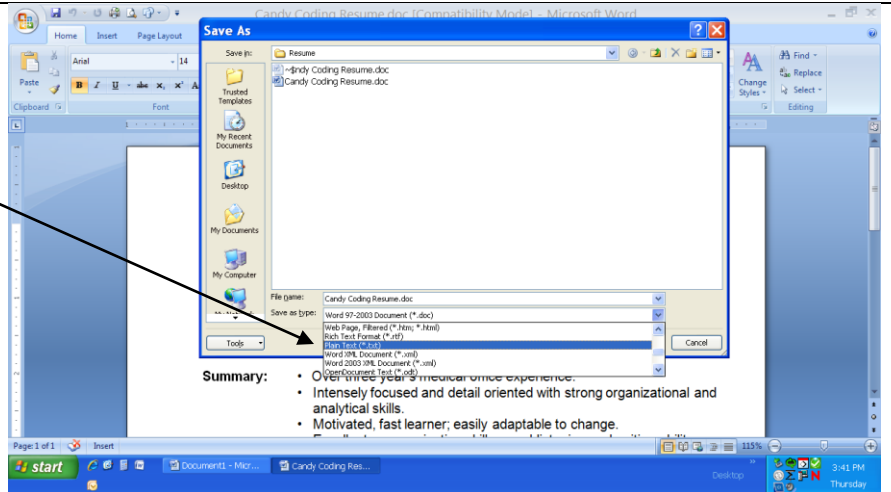


Go to Save As and then click on Other Formats, in Word 2003 Click on File then Save As.



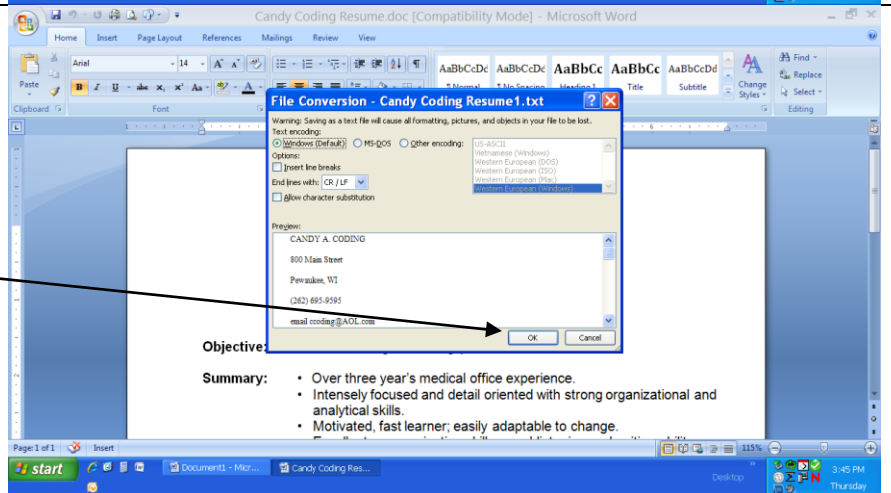
In the *Save As* box, scroll down in the *Save as Type* box and click on *Plain Text (*.txt)*.

Then click on *Save*.

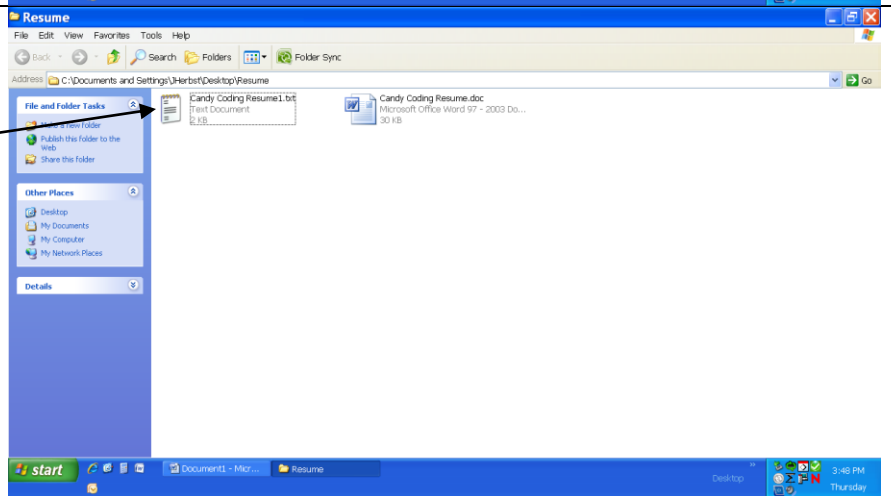


A warning box will appear indicating that you will be saving the document without the original formatting.

Click on *OK*.

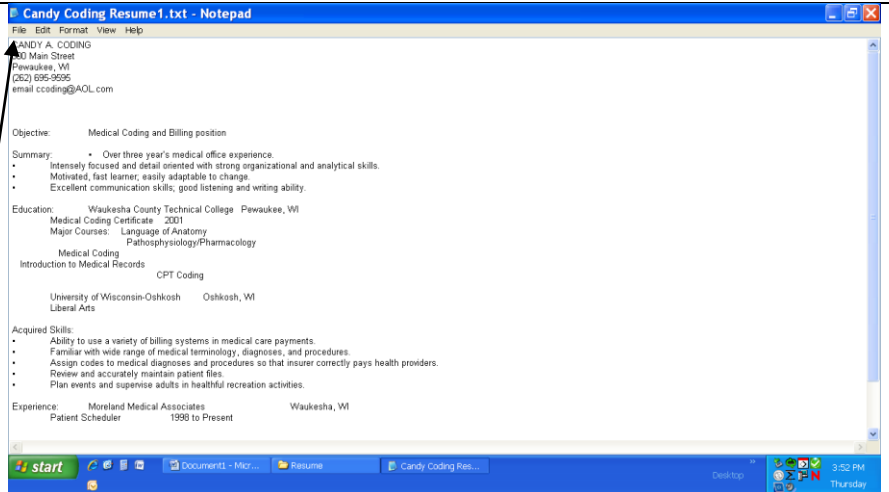


The original document is still saved, but a new Plain Text document will also be created and saved.



You may now double-click the new document to open it and line it up and add any other adjustments to make it more readable.

Save the document when finished making the adjustments by clicking on *File*, then *Save*.



CANDY A. CODING
800 Main Street
Pewaukee, WI
(262) 695-9595
email cccoding@AOL.com

Objective: Medical Coding and Billing position

Summary:

- Over three year's medical office experience.
- Intensely focused and detail oriented with strong organizational and analytical skills.
- Motivated, fast learner; easily adaptable to change.
- Excellent communication skills; good listening and writing ability.

Education: Waukesha County Technical College Pewaukee, WI
Medical Coding certificate 2001

- Major Courses:**
- Language of Anatomy
 - Pathophysiology/Pharmacology
 - Medical Coding
 - Introduction to Medical Records
 - CPT Coding

University of Wisconsin-Oshkosh Oshkosh, WI
Liberal Arts

Acquired Skills:

- Ability to use a variety of billing systems in medical care payments.
- Familiar with wide range of medical terminology, diagnoses, and procedures.
- Assign codes to medical diagnoses and procedures so that insurer correctly pays health providers.
- Review and accurately maintain patient files.
- Plan events and supervise adults in healthful recreation activities.

Experience: Moreland Medical Associates Waukesha, WI
Patient Scheduler 1998 to Present

Muskego Nursing Home Inc. Muskego, WI
Activity Aide 1997 to 1998

Associations: Women's Health Network member