Marketable Skills for Resume Building

Hard Skills	Soft Skills
ICD-10 Coding System	Time management
Knowledge of CPT codes	Active listening
HIPAA compliance	Critical thinking
Proficient in math & accounting	Organization
Proficient computer skills	Written communication
Medical terminology	Verbal communication
Medical documentation	Problem solving
Denials & appeals processing	Adaptable
Compliance & regulatory billing guidelines	Stress management
Data entry	Resilient
Knowledge of insurance claim systems	High level of professionalism
Patient education	
Medical billing software	
Healthcare software (be specific)	

Employers within 50-mile radius of Victoria, Texas

- Citizens Medical Center
- Community Health Centers of South-Central Texas INC.
- Cuero Regional Hospital
- Davita
- Detar Hospital
- Gulf Bend Center
- Harbor Hospice
- Hope of South Texas
- Hospice of South Texas
- Jackson County Hospital District
- Lavaca Medical Center
- Memorial Medical Center
- PAM Health
- Refugio County Memorial Hospital
- Victoria County Public Health Department
- Victoria Independent School District
- Victoria Women's Clinic
- WellMed
- Yoakum Community Hospital

Employers outside 50-mile radius of Victoria, Texas

- Ascension

- Aspenwood
- Christus Spohn Shoreline
- Bluebonnet Trails
- Blue Cross Blue Shield
- Brooke Army Medical Center (BAMC)
- Columbus Community Hospital
- Gonzales Memorial Hospital
- Gonzales Independent School District
- HCA Healthcare
- Luling Care Center
- Matagorda Regional Medical Center
- Methodist Healthcare
- Methodist Health System
- Progressive
- RICE Medical Center
- San Marcos Treatment Center
- TruCare Selma

Job Titles to Look For

- Medical Coder
- Outpatient Coder
- Remote Medical Coder
- Risk Adjustment Coder
- Medical Biller
- Patient Account Representative
- Medical Records Technician
- Medical Office Assistant
- Certified Medical Coder
- Inpatient Coder
- Professional Fee Coder
- Surgical Coder
- Billing Specialist
- Insurance Billing Specialist
- Coding Clerk
- Claims Processor

Career Readiness Projects within the Program

- Employer classroom visits
- Fall Allied Health CE Career Fair
- Spring: Career Fair

Sample Resumes

- Resume Sample Template

Additional Helpful Links

- WorkInTexas.com
- Victoria College Career Services Webpage
- Follow Victoria College Career Services on LinkedIn