



518 West Prospect Street, Smithville, OH 44677

CERTIFIED PROFESSIONAL CODER POSITION

Date and Initial Upon Completion: _____ Taken by: _____

_____ Emailed/Mailed/Faxed Résumés _____ Emailed Applicants _____ Mailed Blind Copy

Status Update: _____

Company Name: _____

Address: _____

Telephone: _____ FAX Number: _____

Contact Person: _____ E-mail _____

Referrals: _____ Extern _____ High School Website: _____

Date of Order: _____

Occupation: _____ City/Town: _____

Skills: Code - Required (R) or Preferred (P)

| | | | |
|-----------------------------|------------------------------|-------------------------------|---------|
| ___ Typing (_____ wpm) | ___ Calculator (_____ kpm) | ___ Windows (_____) | ___ DOS |
| ___ Filing | ___ Telephone (_____ lines) | ___ Spreadsheet (_____) | |
| ___ Proofreading | ___ Customer Service | ___ Database (_____) | |
| ___ Billing Skills | ___ Insurance Experience | ___ Word Processing (_____) | |
| ___ Computerized Accounting | ___ Machine Transcription | ___ Data Entry | |
| ___ Medical Terminology | ___ Coding Experience | | |
| ___ Other Skills Needed: | _____ | | |

Duties: _____

Special Requirements: _____

Work Schedule: ___ Full Time ___ Part Time ___ Permanent ___ Temporary

Hours/Days: _____

If part time, may it become full time? ___ Yes ___ No If temporary, permanent? ___ Yes ___ No

Base Salary per hour: \$ _____

Benefits: Code - Company Paid (C), Participatory (P), or None (N)

___ Health _____ Vacation/Holidays _____ Other: _____

It is the policy of the Adult Education Office to forward résumés that match the job order to the employer for review. The employer will contact individuals they wish to interview for the position.

How should applicants respond if different from our policy? _____

Person to Contact: Josi Weaver-Kranz jweaver@wccsc.org