



Preparing for your Future

Stacy Donnelly, CPC, CPMA, CCC



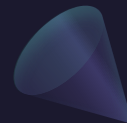
Introduction

Stacy Donnelly, CPC, CPMA, CCC

Cardiology Coder for a large physician group in
St. Louis, MO

Former AAPC Teaching Assistant with a focus on
career development and prep for students
who had completed the virtual CPC program

Former business owner with experience in
resume review; hiring; and training





Agenda

- Prepare & Organize
- Search in the Right Places
- Dust Off Your Interview Skills
- Stay Positive
- Q&A

Prepare & Organize

Create a Show-Stopping Resume

- Consider using a professional resume company
- Use a professional template
- No typos, grammatical errors
- Make sure your skills are up-to-date
- Include appropriate certifications/credentials – Front & Center
- Briefly address employment gaps
- Tailor to the job for which you are applying

Secure Your References

- Gather approvals from co-workers, former employers, teachers, friends to be contacted prior to applying
- Keep them up to date when you are reaching final interviews or have been extended an offer
- Request letters of recommendation, where appropriate

Social Media

- LinkedIn – If you don't have one, create one!
 - Online Resume
 - Connect with potential employers and recruiters
 - Join professional associations & groups
 - Keep it PROFESSIONAL
- Facebook/Instagram/Twitter
 - Make sure your profile is private
 - Possibly create a new email account just for the job search so it's harder for employers to locate socials
 - Profile pictures should be professional & non-controversial
 - Several groups share job postings

Create a Spreadsheet

Use it to track:

- Application Dates & Websites
- Responses
- Interactions with Potential Employers
- Interviews
- Contact Information
- Follow-Up Dates

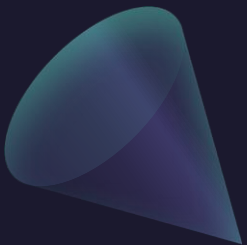


Search in the Right Places

New & Existing Contacts



- Networking is crucial when job hunting
 - AAPC Local Chapter
 - Online Communities
 - Volunteer Organizations
- Many employers fill positions by hiring someone recommended by an employee or associate
 - Reach out to your friends and colleagues



Company/Job Search Websites

- Start Local
- Apply directly on the website as opposed to Monster.com or Indeed
- Only spend about 10% of your time on the job boards...spend the rest on networking, leveraging existing relationships, or with a staffing agency
- When applying to a company, don't resume bomb them
- Research the company

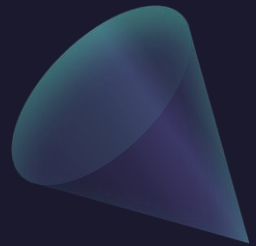
Application Tips

- When applying to a company, don't resume bomb them
- Set aside time for applying
- Research the company to make sure it is a good fit FOR YOU
 - Glassdoor.com
 - Fishbowl.com
 - Comparably.com

Dust Off Your Interview Skills

Before the Interview

- Research the company
- Research common interview questions
- Review your resume and have examples prepared
- For virtual interviews, test your technology
- Try to get the soonest appointment available
- Practice makes perfect



During the interview

- Dress for success
- Be early...not just “on time”
- Assume everyone you meet has input on hiring
- Use the STAR method
- No negativity
- Be open and honest – it’s okay to be nervous!
- Salary conversations
- Ask Questions

After the interview

- Show gratitude by thanking the interviewer
- Ask about follow-up
- Send a thank you email within 24 hours
- If you haven't heard back and the follow-up time discussed has expired, reach out via email indicating your continued interest in the position

The Healthcare Market

The background is a deep blue gradient. Overlaid on this is a complex network of white dots of varying sizes, connected by thin white lines. The dots and lines are more concentrated on the right side of the image, creating a sense of depth and connectivity. The overall aesthetic is clean, modern, and technological.

Stay Positive

Resources

- For Process:
 - AAPC has a free 4-part series of webinars
- For Resume Prep:
 - Project Resume (FB/Insta/LinkedIn/TikTok/Pinterest)
 - Sarah Ragan (LinkedIn)
- For Interview Questions & Tips:
 - TikTok (loewhaley, @saraisthreads, and @erinmcgoff)
 - YouTube (Contempo Coding, Andrew LaCivita, The Self Made Millenial)

Q&A

Contact Information

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