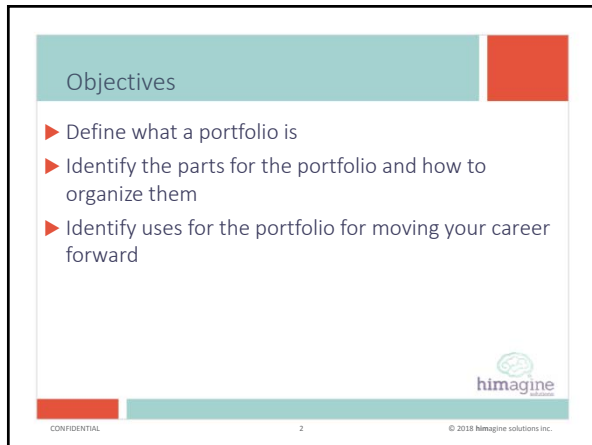
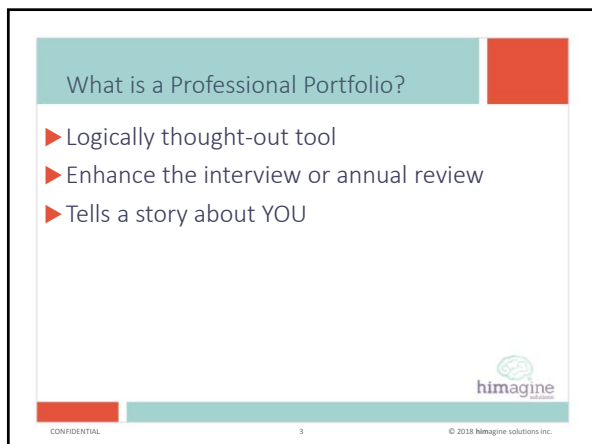




The slide features the himagine solutions logo at the top center. Below it, the title "Professional Portfolio for the Registry Profession" is displayed in a serif font. Underneath the title, the name "Gina McNellis, MA, RHIA, CTR, CHP" and her title "Director of Registry Services" are listed, followed by "himagine solutions, inc." in red. A large, faint brain graphic is visible in the background on the right side.



The slide has a teal header with the word "Objectives" in white. Below the header, there is a list of three bullet points, each preceded by a red arrowhead. The bottom of the slide contains the himagine logo, the word "CONFIDENTIAL", the number "2", and the copyright notice "© 2018 himagine solutions inc."



The slide has a teal header with the question "What is a Professional Portfolio?" in white. Below the header, there is a list of three bullet points, each preceded by a red arrowhead. The bottom of the slide contains the himagine logo, the word "CONFIDENTIAL", the number "3", and the copyright notice "© 2018 himagine solutions inc."

Why Do You Need a Portfolio?


- ▶ Edge in competitive work environment
 - Foot in the door
- ▶ Good impression
- ▶ Shows dedication
- ▶ If you don't showcase you, who will?



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What Documents to Include?


- ▶ Title Page
 - Statement of originality
- ▶ Table of Contents
- ▶ Personal Mission Statement
- ▶ Resume/CV
- ▶ Cover Letter



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Title Page


- ▶ Statement of originality
 - Career Portfolio
 - Gina McNellis, MA, RHIA, CTR, CHP
 - This portfolio is the work of Gina McNellis, please do not copy without permission. Some of the exhibits, work samples and/or service samples are the propriety property of the organization whose name appears on the documents. Each has granted permission for those products to be used as a demonstration of my work.



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What Documents to Include?

- ▶ Goals
- ▶ Degree/Certifications
 - Professional development and training certificates
 - Continuing educational hours
- ▶ Recommendations
- ▶ Reference Lists



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Certification





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Examples of Documents

▶ Certification & CE Hours Spreadsheet


Date of Education	Sponsor/Educational Provider	Title of Educational Program	Duration/CEUS	Type of Educational Activity (Local, state, regional, or national)	Activity Number
5/22-7/30/2017	Rowan College at Burlington County	Management of Cancer Registry Course 201	6	Local	NA
4/6/2017	NCRA	NCRA's 41st Annual Education Conference - 1.50 hours not for Type A	5	National	



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What Documents to Include?

- ▶ Awards
- ▶ Volunteer History
- ▶ Professional Affiliations




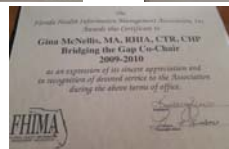


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Awards



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Volunteering




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What Documents to Include?


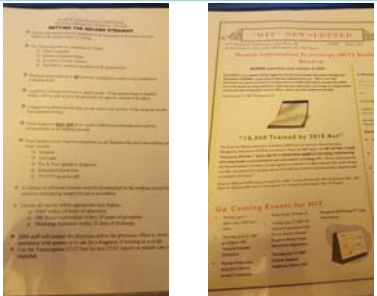
▶ Examples of work

- Documents
 - Evaluations
 - Reviews
- Pictures



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Examples of Work




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What Documents to Include?


▶ What should students do without career experience?

- Course work examples
- Internships
- Instructor information




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Courses and Grades



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Organization of Portfolio

► Think of all the documents previously reviewed:

- How do you want to organize it?
 - Comprehensive vs. abridge version
 - Hard copy vs. digital copy

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Organization of the Portfolio


► Initial Set Up

- Need to set aside time
- Time consuming
- Logical order

► After Initial Set Up


- Just maintenance

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What Tools are Needed?


- ▶ Hard Copy – Pictures of items
 - 3 ring binder
 - Sheet protectors
 - Dividers
 - Copy paper
 - Ink
 - Plastic sleeves for CD/DVD of work



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What Tools are Needed?


- ▶ Digital Copy
 - Computer
 - Website
 - Saved copies of work
 - Documents
 - Pictures



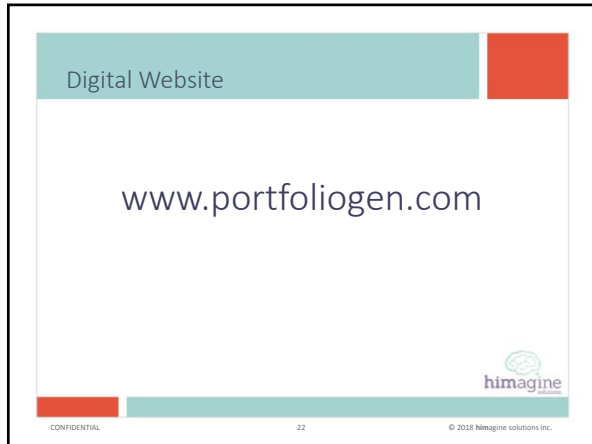
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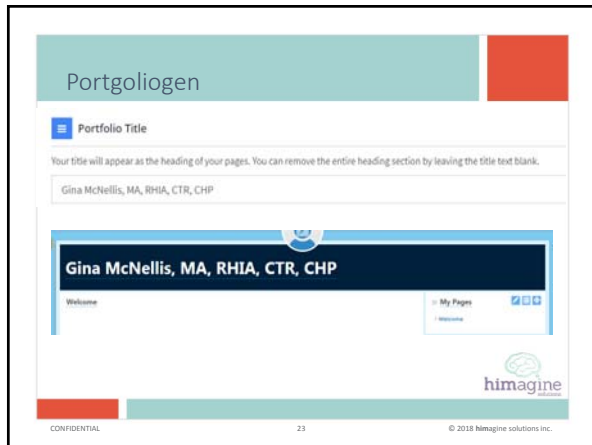
When to Use the Portfolio

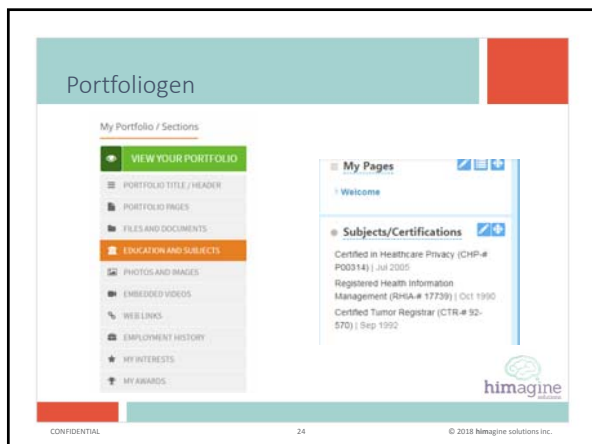
- ▶ Applying for jobs
- ▶ Interviews
- ▶ Annual reviews
- ▶ Job promotions



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Digital Website

Employment History

himagine solutions, inc. Tampa, FL July 2017 - present

Senior Manager Cancer Registry

Employment History

Senior Manager Cancer Registry
himagine solutions, inc.
Jul 2017 - Present

My Interests

Art & Design | Creative & Performance
Education | Photo & Video | Travel

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Digital Website

Education

SCHOOL / UNIVERSITY	DEGREE / MAJOR	GPA	START DATE	COMPLETE DATE
The College of St. Scholastica	MA Health Information and Informatics Management		09/01/2007	12/11/2008
York College of Pennsylvania	BS Health Record Administration		09/01/1988	05/31/1990

add your school / university | add your degree / major | Start | Complete

Education

MA Health Information and Informatics Management
The College of St. Scholastica
Sep 2007 - Dec 2008

BS Health Record Administration
York College of Pennsylvania
Sep 1988 - May 1990

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It's Completed, Now What?

- ▶ Keep up-to-date
 - Depends on job
 - How often looking for new positions
 - Recommendation 6-9 months
 - Things change
- ▶ Opportunity around the corner

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