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# Example of Certified Coding Specialist Job Description

Our growing company is looking to fill the role of certified coding specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for certified coding specialist

* Assess the adequacy of the health record documentation to ensure it supports all diagnoses and procedures to which codes are assigned
* Works and processes denials on a daily basis
* Completes account adjustments as needed to correct charge errors
* Manually enters charges that are not automatically routed in EPIC
* Provides information for insurance denials and is a coding resources for others staff
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* Works with the Audit and Compliance Specialist to produce and analyze statistical data for residents and faculty, to create training materials for periodic resident/faculty training sessions
* Stays abreast of any changes to coding protocols as relates to ICD-10 codes, CPT codes and modifiers
* Identifies and assigns ICD-10-CM diagnostic and procedural codes to all inpatient discharges ensuring correct APR-DRG and SOI assignment for the purpose of reimbursement, research and compliance with federal and state regulations
* Identifies and assigns ICD –10-CM diagnostic, procedure codes and CPT4 codes to all Same Day Care records for the purpose of reimbursement, research and compliance with federal and state regulations

## Qualifications for certified coding specialist

* Required High School Diploma required
* Required to be certified by AACP or AHIMA
* Required successful completion of at least one AHIMA or AAPC certification program with achievement correlating professional credential (RHIT, CCS, CPC, etc) active and in good standing
* Required ICD-10 proficiency validation
* Required 1- 3 years hands on production abstracting or auditing medical records for diagnosis/ medical condition coding
* Required proficiency with MicroSoft applications