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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

* Abstracts statistical data required from discharges using the hospitals computerized abstracting system
* Maintains Coding quality accuracy rate of 95% set by the HIMD
* Maintains Productivity rate of 100% set by the HIMD
* Appropriately queries physicians for clarification of diagnosis or procedure when the documentation is unclear
* Monitors the Physician Queries work queue on a daily basis or as directed by manager
* Maintains Epic and HDM with any abstracting and coding corrections and forwards them to the Coding Manager
* Monitors and reconciles various Epic work queues to facilitate the billing process within the established timeframes
* Communicates with various departments within the hospital (admitting, patient financial services, ) regarding billing and registration issues
* Complies with AHIMA standards of ethical coding and coding compliance guidelines
* Demonstrates support and compliance with University of Maryland Medical Center Midtown Campus’ mission, vision, values, philosophy, goals, objectives and policies

## Qualifications for certified coding specialist

* HCC coding experience a plus
* Demonstrates support and compliance with University of Maryland Medical Center Midtown Campus’ Customer Service Standards
* Two (2) years inpatient coding experience in an acute care setting required, and ICD-10 and CPT4 experience required
* Analyze medical information in the medical record and assign/sequence the correct ICD-10-CM, CPT, and/or HCPCS code to the diagnoses/procedures of office, inpatient and/or outpatient medical records, including operative reports, according to established coding guidelines
* Knowledge of surgical coding and the ability to review
* Code complex operative procedure reports