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# Example of Certified Coding Specialist Job Description

Our company is growing rapidly and is looking for a certified coding specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for certified coding specialist

* Supervises staff including assignments and Kronos approval and sign offs, , assist with recruitment
* 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, according to established coding guidelines
* Research pre bill reports to correct or complete encounters while identifying trends that may cause interference with finalizing completion status
* Reviews and selects appropriate ICD-10 and CPT codes
* Identify principal and secondary codes for oncology services
* Requests clarification or obtaining additional medical information provided by physicians
* Responsible for accurate billing, staying current with ongoing updates to coding guidelines
* As a Subject Matter Expert (SME), develop pertinent Medical Coding to prepare students for the CCS exam
* Ensure quality standards within all courses
* Assists in second level support related to course design and structure

## Qualifications for certified coding specialist

* Certified Coding Specialist (CCS) or Certified Professional Coder (CPC) OR Active RN
* Graduate of an Accredited School of Nursing, OR, successful completion of examination offered by American Health Information Management Association (AHIMA) or Academy of Professional Coders (AAPC)
* 1 year either ICD-9, DRG, APC, HIPPS, HCPCS, or RUG coding and validation
* Two (2) years of hospital outpatient and ambulatory coding experience
* Strong knowledge of ICD-10-CM and/or CPT
* Required High School Diploma required (Associates Degree preferred)