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# Example of Coder Medical Records Job Description

Our company is searching for experienced candidates for the position of coder medical records. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for coder medical records

* Translate patient information into ICD-9-CM, ICD-10-CM, and DSM-5 codes
* Accurately assign the proper code and DRG, and enter into Meditech/3M a minimum of 6 discharge charts per hour
* Print daily report from Meditech with list of patients already discharged and requiring final coding
* Scan loose documents into "Additional Documents” section of patients’ charts in TIER
* Help process requests for PHI received – Log requests into Meditech
* Communicate and interact with coworkers within the department and other departments in a respectful and helpful manner regardless of position or discipline
* Any and all other job related functions as required by the Manager of the Health Information Management Department
* Confers with Physicians, residents and billing providers to obtain greater specificity and/or clarification on possible diagnoses and/or procedures performed to ensure accurate coding
* Performs other related duties, which may be inclusive, but not listed in the job description
* Responds to inquiries, both in person and when answering phone, according to departmental policies

## Qualifications for coder medical records

* Work with the Outreach Support Services Billing Supervisor to ensure complete and accurate coding and edit(s) resolution
* Utilize NorthShore LIS, EMR, and Billing Systems (PowerPath, EPIC, SoftLab)
* Assist with Billing Department and Outreach Support Services general duties as needed
* Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA) or Certified Coding Specialists (CCS) or Certified Professional Coder (CPC) required
* One year of medical coding of Outpatient services preferred
* Experience in Anatomic Pathology and/or Dermatopathology preferred