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# Example of Coder Job Description

Our company is looking for a coder. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for coder

* Responsible for maintaining current knowledge of coding guidelines and relevant federal regulations through the use of current CPT-4, HCPCS II, and ICD-9/ICD-10 materials, the Federal Register, and other pertinent materials
* Available to assist and direct the practice and coding operations team or other appropriate staff in surgical documentation, billing, coding, and reimbursement issues
* Performs data quality reviews on outpatient encounters to validate the ICD-10-CM, CPT, and HCPCS Level II code and modifier assignments, APC group appropriateness, missed secondary diagnoses and/or procedures, and ensure
* Produce reports on a monthly basis to identify procedures that are denied for medical necessity or are non-covered services
* Provide educational training to physicians, physician assistants, technicians and staff on coding and compliance issues
* Monitor reimbursement of selected procedures on a continuous basis and identifies changes in reimbursement patterns
* Monitor payment denials, reductions and rejections to determine operational or coding problems
* Abstracting diagnosis and service
* Supporting the coding and charging capture needs of the hospital
* Monitoring unbilled surgical / procedural services

## Qualifications for coder

* Certified Medical Coder with high degree of competence in this area
* Strong knowledge of Microsoft Office products (Word, Excel, Access)
* Knowledge of coding for all service types – hospital, provider and ancillary
* Certified Medical Coder with CCS
* Certificate of ICD-10-CM Proficiency
* Knowledge and experience in health care environment