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# Example of Coder Job Description

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

## Responsibilities for coder

* Interprets progress notes, operative reports, discharge summaries, and charge documents to determine services provided and accurately assign CPT, ICD-10 and ICD-9 coding to these services
* Extracts pertinent highly complex information from clinical notes, operative notes, radiology reports, laboratory reports, specialty forms, using ICD-9-CM/ ICD-10-CM/PCS codes, POA indicators and PSI indicators
* Maintains knowledge and skills via written coding resources, clinical information, videos
* Utilizes information on diagnostic reports
* Receives and reviews charge documents from the clinic and/or hospital
* Works in conjunction with A/R team on follow up and resolution of coding related denials and rejections
* Attend assigned meetings or functions as specified by the Coding Manager
* Reviews and codes clinical notes for physician documentation
* Coordinates and reconciles encounters to ensure complete charge capture
* Work in conjunction with A/R team on follow up and resolution of coding related denials and rejections, including recommendation of new/updated coding edits

## Qualifications for coder

* Knowledge of insurance processes and reconciliation regarding the denial process
* Minimum of 1 year of experience or successful completion of an approved coding education program
* Experience with ICD-10, ICD-9-CM and CPT4 and HCPCS coding systems, UHDDS definitions, and other related documentation requirements
* Knowledge of and experience in medical record department functions, diagnosis related groups, and prospective payment system
* Demonstrated knowledge of and skill in customer service, oral communication, written communication, problem solving, quality management, results orientation, teamwork, detail oriented, prioritization, organization, independent work and leadership
* Formal coding education completed at an accredited certificate program – 1 year minimum – required