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# Example of Coding Auditor Job Description

Our company is hiring for a coding auditor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for coding auditor

* Maintains coding knowledge and billing regulations associated with DRGs, CPT coding, ICD diagnosis and procedures coding and changes in CMS regulations
* Conduct internal audits to determine if the organization is complying with its policies and procedures, statutory and regulatory requirements, and contractual obligations
* Determine scope, objectives, approach, and time budget of audits
* Identify areas for improvement, risks and how they impact the organization, and lost revenue opportunities
* Prepare cohesive written reports documenting audit objectives, scope and procedures in addition to findings and recommendations, comparisons, impact, risks, and/or projections
* Communicate audit results and recommendations to management in a clear and concise manner
* Follow up on open audit issues and manage action plans with supervisor to ensure timely closure and remediation of identified weaknesses relating to internal controls
* Assist with development and maintenance of compliance policies, forms., notices, and associated materials to reflect organizational processes compliance with applicable laws and regulations
* Performs EMR and Chart order audits for medical and radiation oncology
* Prepares spreadsheet with findings and reports to compliance Director

## Qualifications for coding auditor

* A minimum of three years progressive lead or supervisory experience in a Health Information Management Department in a hospital-based acute care facility is required
* CPC, CPC-H or CPMA Certification at time of hire
* 3-5 years clinical coding experience (ICD-9, CPT-4, and HCPCS) or combination of applicable experience and education
* Extreme attention to detail with ability to prioritize assignments to meet deadlines
* Medical Coder certification from accredited source
* CEMC and/or CPMA as a Certified Professional Medical Auditor (CPMA) by the American Academy of Professional Coders (AAPC), CPC (Certified Professional Coder, CCS-P (Certified Coding Specialty), RHIA (Registered Health Information Administrator), RHIT (Registered Health Information Technician)