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# Example of Coding Auditor Job Description

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

## Responsibilities for coding auditor

* Participate in provider education activities
* Consistently meet daily productivity expectations while maintaining a pre-determined level of coding quality and accuracy
* Actively participate in internal / external meetings, training activities
* Provide feedback and trending to leaders
* Facilitate provider education training, on-line or in person
* Participate in special projects and other activities associated with the Risk Adjustment program as needed
* Mastery of Optum coding guidelines, applications and practices
* Maintain excellent intradepartmental communication
* Responsible for the daily operation of the Training and Auditing function and staff including monitoring the quality and quantity of workflow to ensure the completion of work assignments
* Provide cost effective management of resources for the Training and Auditing team

## Qualifications for coding auditor

* Minimum of 5 years of experience comparable to that of a Compliance Auditor and demonstrated competency in knowledge, interpretation and application of documentation, coding and billing rules or medical defense strategies sufficient to carry out the duties and responsibilities of a Compliance Auditor, including but not limited to meeting standards related to audit productivity, audit accuracy rate, timeliness of assignments, education/presentation competencies, and professionalism
* High school diploma is required, relevant college education preferred
* CPMA or equivalent experience required
* Minimum of two (2) years auditing experience and a minimum of three (3) years experience in physician billing, preferably in a multi-specialty physician group, required
* In depth knowledge of third party reimbursement policies and procedures and a minimum of five (5) years experience in the healthcare industry required
* Knowledge of data collection methods and statistical reporting, Health Information Management theory, principles, practices, techniques, concepts, and policies required