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# Example of Coding Compliance Job Description

Our growing company is looking to fill the role of coding compliance. 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 coding compliance

* Audit medical records according to annual schedule set by the audit team
* As requested by Director or Manager of Compliance, perform other audits or investigations of various health system operations relative to documentation, billing process, privacy, quality or other functions relating to proper compliance with governmental regulations, laws and policies
* Report unusual and complex issues and situations to Manager for guidance
* Responsible for organizing and maintaining coding compliance semi-annual reviews in accordance with Conifer policies and procedures, including managing a team of senior auditors to ensure all appropriate facilities are included in the audit procedure and to ensure appropriate risk-based areas of coding are identified and included in SAR audit samples
* Fulfills the role of subject matter expert in guiding practices and outcomes in this specialty area
* This includes obtaining, recording and reporting essential data, assisting in problem solving coding issues and ongoing education of physicians and staff
* Position also manages projects for updating and training all multi-specialty physician clinics
* Assist with monitoring daily internal workflow and productivity to insure proper prioritization and timeliness of work, recommending adjustments in coverage as needed
* Assist management with hiring decisions by assessing the coding skills of applicants applying for coding positions
* Develop training curriculum and conducts department orientation for new hires

## Qualifications for coding compliance

* Minimum two (2) years of heath care compliance, health care operations (quality, risk, ), audit, finance, project management, regulatory or public policy development, investigations, information security, or insurance/health plan governance experience
* General application of health care industry practices and standards
* AHIMA certification RHIT, CCS, or CCA required
* Expert knowledge of compliance policies, practices and systems
* Expert knowledge of compliance-related practices and standards
* Significant compliance orientation, coupled with business process expertise and acumen