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# Example of Coding Compliance Job Description

Our innovative and growing company is hiring for a coding compliance. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for coding compliance

* Act as a resource to provider and back office staff Corporate Business Services personnel to answer coding and/or compliance questions
* Develop and perform new provider orientation on PMC’s coding, audit process and documentation standards
* Support Clinic Manager in instruction of coding education classes provided to providers, and clinic support staff
* Review reimbursement denials from third party carriers associated with inappropriate diagnosis or procedure coding
* Researches and analyzes compliance issues utilizing various publications including extensive use of the internet, the Federal Register, the Medicare Carriers Manual, and other industry publications
* Monitors regulatory and industry developments regarding audit program requirements and best practices
* Develop and performsnew provider orientation on PMC’s coding, audit process and documentation standards
* Responsible for conducting audits of medical records to determine whether services provided to patients are appropriately documented and billed in accordance with Medicare, Medicaid and third party billing regulations and/or standards
* Assists Associate Director in investigating inquires which may relate to erroneous billing and coding of services
* Works closely with Internal Audit, FGP Compliance, Health Information Management and Patient Financial Services to conduct coding reviews and inquires

## Qualifications for coding compliance

* Manages and is accountable for a team of Optum360 Coding Compliance Audit team, auditing onshore and offshore coders
* Audit the quality of the auditors to assure quality of audit results and that appropriate education and feedback is provided to coders
* Be the primary contact for Dignity Health Coding Compliance concerns and will coordinate ad hoc audits
* Act as the Subject Matter Expert for inpatient and outpatient coding
* Collaborate with the team and other managers within Compliance, to develop coder and auditor ongoing and periodic education
* Respond to client audits and other requests and coordinate with operations on implementation of coder Corrective Action Plans