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# Example of Outpatient Coder Job Description

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

## Responsibilities for outpatient coder

* Analyze medical records, extracting clinical, pathological, therapeutic and epidemiologic data in accordance with established ICD-10-CM coding principles and guidelines
* Ensure data is optimally coded for research purposes, financial reimbursement, planning, statistics and regulatory reporting
* Assigning ICD-9-CM and/or ICD-10 diagnosis codes
* Reviews medical records to determine accurate required abstracting elements (facility/client specific elements) including appropriate discharge disposition
* Demonstrates ability to achieve accuracy and consistency in the selection of principal and secondary diagnoses (including MCC & CC) and procedures
* Meets and/or exceeds Conifer’s coding productivity guidelines
* Communicates and resolves coding issues (lacking documentation, physician queries, ) for appropriate follow-up and
* Average coding quality standard of =/>95% accuracy per monitoring period
* Reviews medical records to determine all appropriate diagnostic and procedural code assignments using the appropriate classifications systems
* Assigns charges for applicable clinics/departments as appropriate

## Qualifications for outpatient coder

* Associated Degree in related field required
* CPC, CPC-H or CCS credentials required
* CPT and E/M facility and professional fee knowledge a plus
* Must be reliable, self directed and self-motivated and able to work in a fast paced environment
* Coding credential required from AHIMA/AAPC (ROCC, CCS, CPC, COC, CPC-P, RHIT, RHIA)
* CCS/CPC certification required