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# Example of Outpatient Coder Job Description

Our company is searching for experienced candidates for the position of outpatient coder. 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 outpatient coder

* Work in several different software programs (MiChart, Centricity, and Provation)
* Incorporate Lean principles into daily work
* Keep abreast of current coding changes and standards of care to maintain RHIT, RHIA, CCS-P, CPC, CPC-A certification
* Work in several differ software programs (EPIC, Centricity and Provation)
* Upon review of the medical record, performs analysis on documentation, which includes review of tests / reports to determine the appropriate ICD-CM (current edition) and / or CPT codes modifiers
* Verifies documentation is present to substantiate codes assigned
* Assists in resolving incomplete and / or missing chart documentation in order to expedite coding and billing
* Participates in the continuous coding audit and performance management program
* Maintains coding accuracy rate of not less than 95% for optimal reimbursement department productivity standards as outlined in department policies
* Attends required training classes and coding in-services each year to stay abreast of new regulations and coding guidelines

## Qualifications for outpatient coder

* Previous related coding experience strongly preferred
* Demonstrated high attention to detail and accuracy
* Coding experience with ICD10/CPT/HCPS required
* Knowledge of AMA coding classifications for Anatomic and Clinical Pathology required
* Prior Coding experience or graduate of a Coding Program
* Completion of a high school diploma or equivalent required