



Example of Clinical Coding Specialist Job Description

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Our company is growing rapidly and is looking for a clinical coding specialist. 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 clinical coding specialist

- Using the clinical coding tools and other established SCHARP guidelines, select the clinical code most closely aligned with the adverse event being reported
- Coordinate the collection and entry of study site-specific laboratory reference ranges
- Responsible for presenting chart audit findings physician performance trends to management
- Uses performance improvement methodologies and education strategies to develop formal training and improvement programs for staff concerning clinical documentation opportunities, coding and reimbursement issues
- Performs comprehensive chart reviews to ensure documentation required to facilitate the reporting of HCC diagnoses to payer
- Identifies claims correction opportunities and submits to appropriate personnel for processing
- Demonstrates analytical and problem-solving ability regarding review of submitted diagnosis codes versus services reflected in the documentation in the patient's chart note
- Follows department policies and guidelines on appropriate documentation to billing codes, abstracting information from chart notes based on performance program measures
- Partners with QCDI Nurse, as necessary, to identify trends and gaps for creating better process efficiency and provider performance

Qualifications for clinical coding specialist

- Certified Professional Coder (CPC) through the American Academy of Professional Coders or equivalent certification is required
- Certified Coding Specialist (CCS), preferred
- Minimum of two (2) years progressively responsible experience including familiarity with ICD-9 coding and HCPCS coding for outpatient hospital billing, required
- Prior clinical nursing experience and chart review, required
- Maintains current knowledge of federal and state requirements related to HCPCS coding and hospital billing and reimbursement
- BA/BS degree with medical record science or related field desired