



# Example of Clinical Coding Specialist Job Description

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Our growing company is looking for a clinical coding specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for clinical coding specialist

- This role will allow you to establish and maintain relationships with clinical study teams to discuss coded data handling processes and coding-related issues
- Setting targeted timeframes for deliverables and anticipating potential scenarios that may delay timelines
- Follows most recent documentation and coding guidelines
- Queries providers on specificity of coding whenever there is any question and clarifies all
- Train physicians, physician assistants and employees for MRA coding opportunities
- Ensure that codes assigned meet medical necessity requirements by Medicare and other carriers
- Creates and assists with the maintenance of Chronic Condition Lists for all PCPs
- Maintains an electronic database with the results of all medical chart reviews performed
- Assists with the analysis and action planning in response to findings of the utilization practices in the office
- Assists in the care coordination duties as necessary in specific patient populations and works with Case Management to procure services for those identified patients

## Qualifications for clinical coding specialist

- Bachelors Degree (or higher) or High School Diploma / GED with experience in Clinical References
- Demonstrated analytical & critical thinking skills. Ability to ensure that clinical/claims data reporting is in compliance with requested data set
- Autonomous/Independent worker, minimal supervision, including process management skills. Demonstrated subject matter expert in all coding systems
- Demonstrated project management skills and proficiency with project management software
- Demonstrated ability to serve as effective team member of cross-functional teams and/or proven ability to facilitate teams
- Demonstrated understanding of organizational business strategies audit and reimbursement related business strategies