



# Example of Clinical Coding Specialist Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of clinical coding specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for clinical coding specialist

- Is responsive to anyone who has questions regarding this area of expertise
- Performs all other coding and documentation reviews and/or projects as asked and assists/coordinates strategies as defined by the department head or assistant
- Create and monitor rule lists and rule attributes
- Participate in project launch through attendance of meetings and assist with the development of rule strategy
- Perform quality review of lists prior to development of algorithms
- Attend project team meetings and Investigator's meetings as requested
- Develop and maintain a working knowledge of assigned projects
- Receive, fulfill and track medical information inquiries for marketed products
- Receive, document and track adverse event / product complaint telephone reports for marketed products
- Ensure compliance with company policies, procedures and standard

## Qualifications for clinical coding specialist

- Demonstrated organizational skills, verbal & written communication skills with ability to effectively communicate with personnel and providers externally
- Knowledge of facility contract reimbursement policies
- Minimum of two years of clinical coding experience required utilizing the

- Identify clinical indicators to ensure diagnosis and procedures are clinically supported
- Ensure each treated diagnosis is documented in the medical record to the appropriate specificity in collaboration with providers, and coders aimed at ensuring accurate, complete, and compliant medical records which reflect the severity and complexity of a patient's illness
- RN License or HIM Degree Required