



Example of Clinical Coding Specialist Job Description

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Our growing company is hiring for a 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

- Participate in the process of developing and review of SOPs
- Interact with other Optum functions, such as project management, data management, to ensure the highest level of client satisfaction through successful execution of projects
- Maintain a high level of expertise with client projects and marketplace developments through participation in internal meetings, including project tracking, and attendance at professional seminars and workshops
- Manages queries related to coding terms, through closure
- Identify MedDRA and WHO-DD coding synonyms
- On request, assist other member of the Clinical Coding and Safety staff or external partners with information from the MedDRA and WHO-DD Coding tools
- Review the coded data of junior staff to ensure coding is both correct and codes are applied consistently across all studies in accordance with established work instructions
- Assists study teams in tasks related to coding to ensure that databases can be declared clean and locked according to strict quality standards
- Participate on SCHARP working groups, special projects, and attend network meetings or study meetings as needed
- May contribute to the development, review and implementation of SOPs, templates and processes and other departmental and/or cross functional initiatives

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- RHIT, RHIA, CCS, or CCDS Required
 - Excellent verbal and written communication skills. Ability to communicate in a clear and concise manner with physicians and staff to ensure accurate documentation in the medical record
 - Requires critical/analytical thinking and problem solving skills in evaluating the clinical documentation
 - Ability to effectively present information and respond to inquiries or complaints from physicians and ancillary staff in a positive, professional interpersonal manner
 - Excellent knowledge of HCCs and diagnostic criteria
 - Must be able to travel to various NWRPHO offices