



Example of Coder Medical Records Job Description

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Our innovative and growing company is hiring for a coder medical records. 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 coder medical records

- Have working knowledge of medical terminology, anatomy and physiology, and mental and behavioral disorders
- Responsible for review of Medical Records to identify the most appropriate ICD10/CPT codes associated with the level of the visit
- Adhere to CMS and organizational regulations associated with ICD10/CPT coding for submission and reimbursement
- Assure accurate and complete assignment of CPT codes and modifiers that are supported by medical record documentation for outpatient records
- Responsible for review of Medical Records
- Assists facility staff with documentation requirements to completely and accurately reflect the patient care provided
- Puts on hold records not coded due to "missing documentation"
- Reports queries pending physician response > 48 hours to manager
- Monitors and corrects any discrepancies on the accounts in CPA Discern Notification queue
- Assists manager in maintaining goals for Accounts on the DNFC/DNFB

Qualifications for coder medical records

- Act as a highly skilled specialist in specialties in coding should train people on new automation process when there is business requirement
- Data entry/CRT Level Characteristics N/A

- Two years experience in health information and data entry in medical record procedures or equivalent education and experience preferred
- 1-2 years in the HIM (Medical Records) Department in an acute care facility required
- Type 45 w.p