



Example of Coder Medical Records Job Description

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Our innovative and growing company is searching for experienced candidates for the position of coder medical records. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for coder medical records

- Assists in addressing PRO correspondence regarding DRGs and Coding
- Assists in reviewing and correcting any information for the Agency for Healthcare Administration (AHCA)
- Assists in conducting periodic coding quality studies
- Reports noncompliance issues detected through auditing and monitoring to manager
- Uses the Optum Code Finder
- Computer, laser printer, fax machine, copy machine
- R.H.I.T., C.C.S., R.N or equivalent experience
- Three (3) Year Experience minimum Medicare Inpatient records (Preferred)
- Graduation from an accredited R.H.I.T
- Obtain appropriate corrective action plans from responsible clinical services directors, when necessary, and recommend improvements or changes in documentation as deemed necessary

Qualifications for coder medical records

- Knowledge of general office procedures and filing systems
- Thorough knowledge of confidentiality rules and knowledge of State and Federal Laws governing release of medical information
- CCAT licensure/certification
- Other (Application for Associated Health Occupations - VA Form 10-2850c)
- Fort Washakie, WY

