



Example of Coder Medical Records Job Description

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Our company is searching for experienced candidates for the position of coder medical records. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for coder medical records

- Translate patient information into ICD-9-CM, ICD-10-CM, and DSM-5 codes
- Accurately assign the proper code and DRG, and enter into Meditech/3M a minimum of 6 discharge charts per hour
- Print daily report from Meditech with list of patients already discharged and requiring final coding
- Scan loose documents into "Additional Documents" section of patients' charts in TIER
- Help process requests for PHI received – Log requests into Meditech
- Communicate and interact with coworkers within the department and other departments in a respectful and helpful manner regardless of position or discipline
- Any and all other job related functions as required by the Manager of the Health Information Management Department
- Confers with Physicians, residents and billing providers to obtain greater specificity and/or clarification on possible diagnoses and/or procedures performed to ensure accurate coding
- Performs other related duties, which may be inclusive, but not listed in the job description
- Responds to inquiries, both in person and when answering phone, according to departmental policies

Qualifications for coder medical records

- Utilize NorthShore LIS, EMR, and Billing Systems (PowerPath, EPIC, SoftLab)
- Assist with Billing Department and Outreach Support Services general duties as needed
- Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA) or Certified Coding Specialists (CCS) or Certified Professional Coder (CPC) required
- One year of medical coding of Outpatient services preferred
- Experience in Anatomic Pathology and/or Dermatopathology preferred