



Example of Coding Manager Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of coding manager. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for coding manager

- Provides performance feedback and conducts performance evaluations for staff
- Provides performance counseling to staff if necessary
- Ensures appropriate staffing including monitoring of leave and usage of overtime
- Conducts quality analysis of coding staff including review of coding for accuracy
- Serves as a resource for physicians and other staff related to coding information
- Provides reports for analysis of trends/patterns
- Develops policies and procedures to ensure quality coding standard is met for the department
- Manager may assist in preparation of annual departmental budgeting needs and analysis
- Monitor and Analyzes unit trend to determine changes that may cause a decrease in overall performance
- Work with outside vendors to improve overall performance

Qualifications for coding manager

- Act as a resource on projects
- CPC or CCS-P required
- Additional coding certifications preferred (specialty credential(s)/CPMA)

- Manages the Coding Quality Review Program, collaborating with the APC Coordinators to sustain an excellent organizational average accuracy rate while maintaining adherence to corporate compliance
- Drives operation efficiency and sustains excellence in coding workflow with accountability for meeting and exceeding established goals