Our company is looking to fill the role of coding manager. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for coding manager

- Works in conjunction with the HIM Director to provide in-house services and continuing education to the coding staff, physicians, and clinical departments, providing highly complex information to audiences with a varied level of understanding in an effort to ensure optional reimbursement, adherence to regulatory guidelines complete/accurate documentation
- Participates in job interviewing, testing and selection of new employees
- Responsible for hiring, evaluations, and disciplinary process of Coding team members in conjunction with Director
- Collaborate and serves as a resource to other departments in the Revenue Cycle to ensure business continuity and optimal revenue cycle management
- Uses critical thinking and sound judgment in decision making
- Maintains the confidentiality of employees, patients, administrative staff and medical staff information with no infractions
- Progressive professional growth
- Exhaustive knowledge of both inpatient and outpatient coding and working knowledge of ICD-10CM, ICD-10PCS, CPT, HCPCS, MSDRGs, APRDRGs, HACs
- Associates or Bachelor's degree in HIM or related field
- Three - five years of coding experience in an acute care hospital with cases involving a more complex level of coding

Qualifications for coding manager

- Three to five years of management experience in a hospital or physician's

- Bachelor's degree preferred (Preferred)
- RHIA, RHIT, or CCS certification or credential
- Provides direct managerial oversight to International vendors, Coding Leads, Coordinator, and Data Analyst in management of inpatient and outpatient coding functions, work queues, work processes, and overall work responsibilities
- Works closely with HSCs to determine resource needs from CCRM