



Example of Coding Manager Job Description

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Our innovative and growing company is looking to fill the role of coding manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for coding manager

- Proactively manages (including corresponding communications and escalation paths) significant issues in coding, status of projects, barriers and successes
- Responsible for continuous review and improvement of process and services
- Responsible for ensuring employee and vendor work schedules sufficiently meet coding needs of HSC's open positions, employee absence, and backlog needs
- Facilitates problem solving and collaboration within functional area(s)
- Performs productivity monitoring and provides timely and consistent feedback to International vendor
- Trends monthly and quarterly quality data to identify education opportunities
- Monitors monthly quality scores by vendor and individual coder and implements actions plans with the international vendors accordingly
- Prepares coding accuracy and productivity reports for the CCRM Assistant Director and Director
- Promptly reports issues or trends to the appropriate member of the Corporate HIM Leadership team, or other appropriate party
- Maintains up-to-date knowledge of regulatory changes impacting coding requirements and ensures CCRM staff and International vendors are appropriately educated

Qualifications for coding manager

- Coordinates work assignments to achieve operational goals

- Coordinates training and education for CCRM staff and International vendors
- Prepares and hosts weekly International vendor conference calls
- Manages the onboarding process for new international vendor staff and maintains accurate international vendor staff list
- Establishes and maintains good working relationships with the international vendors