



# Example of Coding Manager Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is growing rapidly and is hiring for a coding manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for coding manager

- Performs productivity monitoring and provides timely and consistent feedback to employees and Parallon HIM Director and Assistant Director
- Responsible for ensuring employee work schedules sufficiently meet the HSCs coding quality monitoring requirements including reviews for HSC new hires
- Prepares coding benchmarking and coding quality monitoring reports for the SSD HIM Leadership, HSC Leadership, Market/Division leadership and Group leadership
- Manages HSC customer (HSC COO, Coding Director, Coding Managers) expectations and ensures service is delivered accordingly
- Assists in the development of strategy, specific goals, objectives, budgets and performance standards for the coding quality monitoring program
- Promptly reports issues or trends to the appropriate member of the Parallon HIM Leadership team, or other appropriate party
- Maintains up-to-date knowledge of regulatory changes impacting coding requirements and ensures coding quality staff are appropriately educated
- Coordinates training and education for CQR personnel
- Review CMS/OPPS guidelines for changes in charging and coding policies
- Be the subject matter expert of E/M facility and professional charging and coding for outpatient areas

## Qualifications for coding manager

- Supports new system implementations and system upgrades and provide

- Serves as an authority for HIM facility Outpatient Coding and manages functional area responsibilities such as, developing and implementing short and long range goals, developing and maintaining policies and procedures, developing and managing performance expectations, and oversight of fiscal responsibilities
- Experience directing Outpatient Coding in a multi-facility, multi-state health system would be an asset
- Monitors financial targets for Discharged Not Final Billed (DNFB) to meet Accounts Receivable expectations
- Be the subject matter expert for injection and infusion billing
- Assist in the maintenance of emergency medicine reason for visit content