



# Example of Coding Specialist Job Description

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Our growing company is looking for a coding specialist. 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 specialist

- Update documentation where changes are made to ensure ongoing coding is correct
- Enters appropriate data into the Billing System by selecting the appropriate codes, diagnosis, modifiers, and physician information to complete the charge process
- Provide education to the medical staff, clinical documentation specialists and hospital staff on documentation, coding and DRG assignment
- Assist with establishing compliance policies
- Codes all assigned inpatient and observation discharges within five days of discharge in 90% of audited cases
- Individual daily productivity levels maintained within range of 28-31 inpatient cases (including Observation cases)
- Build solid knowledge of product hierarchies and the restatement, alignment and new adds processes
- Work in collaboration with our Commercial teams to assess client need, build and provide input into the specification and perform the requested changes according to the requested timelines
- Answer ad-hoc data queries
- Develop strong relationships across our teams particularly with Commercial and the SRM functions to provide support and insight

## Qualifications for coding specialist

- CHC, CPCO and/or Bachelor's Degree
- Bring a point of view to the table
- Want to “make a difference”
- Have a drive to succeed and develop
- Analytical thinking – full understanding of the product, brand and retailer hierarchies to set the foundation for effective root cause analysis