Our innovative and growing company is looking to fill the role of 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

- Performs clinical trial data coding activities according to the internal standards and regulatory requirements
- Ensures correctness and consistency of coding within the dictionaries of allocated studies
- Informs and suggests solutions on coding related issues of allocated studies
- Produces coding listings for each dictionary of allocated studies for the review by the other functions
- Interacts with other functions to improve the coding of allocated studies
- Represents the Clinical Data Coding Group at Clinical Trial Team meetings for allocated studies
- Meets study timelines in terms of coding activities
- Provides training to Coding Specialist(s) if needed
- Presents Coding related topics at Clinical Trial Team, Investigators and Monitors meetings
- Forecasts coding group resource requirements

Qualifications for coding specialist

- Time management – Accurate assessment of scope and forecasting of project duration
- Ability to prioritise workload – identifying project conflicts and work with all affected parties to establish priorities and deliver against requirements
- Excellent communication (both written and verbal) – Effective communication

parties and throughout the project to ensure key stakeholders are informed of status vs

- Confidence and presence to lead impactful and professional conversations with clients
- One year of post-high school education or a degree from a two-year college
- 1 year experience of ICD9/ICD10, CPT and HCPCS coding experience