



Example of Coding Specialist Job Description

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Our company is hiring 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

- Participate in review of Senior Billing Specialists' claims
- Act as a resource to the Senior Billing Specialists and other CBS and clinical staff members
- Analyze and interpret patient medical records and assigns and sequences appropriate diagnostic / procedure billing codes in compliance with documentation and of third party payer requirements
- Assist with the performance of clinical reviews with knowledge of body systems, anatomy and physiology
- Interact with providers regarding billing and documentation policies, procedures, and regulations
- Identify liability and guarantor hierarchy and transfer balances timely and appropriately
- Research and resolve denials and underpayments with insurance carriers
- Review and interpret Explanation of Benefits (EOB) for denials and underpayment of codes
- Serve as primary customer service representative for payer inquiries/calls
- Research, correct, and resubmit or reprocess unpaid claims as necessary

Qualifications for coding specialist

- Works with key departments to review and explain medical chart audit results.*
- Schedules offsite audits and organizes special project audits

- Facilitates the Coding Intern program.*
- HS grad or equivalent coupled with CCS, CCS-P, CPC, CPC-A, CCA, RHIT, and/or RHIA certification