



Example of Coding Specialist Job Description

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Our company is hiring for a coding specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for coding specialist

- Discuss discrepancies regarding DRG assignment and/or secondary diagnoses with clinical documentation specialists within specified timeframe
- Identify and interact with clinical documentation specialist/physician to solicit additional clinical information to assign optimal DRG
- Interacts with Drug Safety group for reconciliation
- Advises in the choice of the medical/project specific dictionaries to be used for allocated studies
- Performs the migration of the standard dictionaries (Medical Dictionary for Regulatory Activities (MedDRA), World Health Organization Drug Dictionary Enhanced (WHO DDE) in accordance with the regulatory requirements
- Interacts with the study team for support, on forbidden medication, WHODRUG Standardized Drug Groupings (SDGs), Standard MedDRA Queries (SMQs)
- Contact payer representatives to discuss policy exceptions and make appeals to optimize reimbursement
- Develop and maintain a thorough knowledge of the department's overall workflow with a general understanding of all functions and the importance of completing each task in a timely manner
- Engage management to escalate issues when needed to assist in issue resolution
- Perform reimbursement training for new coders

Qualifications for coding specialist

- 2 years Coding Training experience
- 2 years of medical chart auditing experience
- Proficient in Word, Excel, PowerPoint, Multi-media projector
- Minimum of 5 years' coding experience, with at least 3 with the Medicare Advantage program preferred