



Example of Medical Coding Specialist Job Description

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Our company is looking for a medical 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 medical coding specialist

- Following CMS risk adjustment guidelines and developing a complete understanding of these guidelines
- Understanding the impact of ICD-9 codes on the CMS HCC risk adjustment model
- Defending coding decisions to both internal and external audits
- Improve the accuracy, integrity and quality of the patient data and ensure minimal variation in coding practices
- Perform ICD-9-CM and CPT diagnostic and procedural coding by utilizing a computerized coding methodology and currently accepted coding and abstracting guidelines for billing and data collection
- Code all diagnoses, treatments and procedures according to appropriate classification system
- Analyze inpatient, short stay, and outpatient procedure charts for missing documentation
- Respond to coding questions/issues and reimbursement questions from medical staff and other departments as necessary
- Assigns appropriate concurrent CPT or ICD codes for ancillary services provided in outpatient or clinic visits any specialized services provided in outpatient or inpatient settings
- Review outpatient records and interpret documentation to identify all diagnoses and procedures

Qualifications for medical coding specialist

- Maintain the Outpatient Discharged Not Final Billed (DNFB) report on a regular basis
- Maintain an up-to-date knowledge and understanding of current trends and widely accepted practices related to Health Information Management
- Maintain regular contact and clear communication with the physicians
- Follow the Official ICD-9 guidelines for Coding and Reporting
- Follow CMS risk adjustment guidelines
- Understand the impact of ICD-9 codes on the CMS HCC risk adjustment model