



Example of Medical Coding Specialist Job Description

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Our innovative and growing company is hiring for a medical coding specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for medical coding specialist

- Reviews, analyzes, and interprets physician documentation with regards to procedure and diagnosis code selection
- Identifies discrepancies between the physician code selection and the medical record documentation
- Performs scheduled audits of physician coding and documentation to make recommendations for improvements and enhancements
- Maintains a close working relationship with assigned physicians and medical office, frequently querying the physician when coding discrepancies arise
- Researches any coding questions the physician or medical staff may have, and presents findings to them
- Codes hospital cases by reviewing the procedure reports, other documentation, and the assignment of diagnosis and procedure codes, releasing charges within the Epic system
- Demonstrates a high skill level in correlating generalized observations/symptoms to a stated diagnosis to assign the correct ICD-10 code
- Has a thorough understanding of the differences between professional coding in a clinic setting as compared to professional coding in a hospital setting (outpatient and inpatient), and demonstrates a high skill level in the practical application of that knowledge
- Reviews Advanced Beneficiary Notices (ABNs) and confirms that the form is valid with regards to the information entered on it

Qualifications for medical coding specialist

- Ability to code any category of outpatient record across a multi-facility system
- Must be able to manage high volumes of work within strict deadlines
- CPC Certificatoin Required
- Billing/Coding School Certificate/Diploma or relevant experience is required
- Must be proficient with Microsoft Office Suite including Word, Excel, and Outlook
- Bachelor's Degree in Business Administration or Associates or Bachelor's degree in Health Information Management preferred