



Example of Medical Coding Specialist Job Description

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Our innovative and growing 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

- Maintains an in-depth knowledge of Epic ambulatory and hospital modules
- Stays current regarding knowledge of updated regulations, laws, and new procedures
- Assists with all coding functions at or above the level of a Medical Coding I job summary
- Attends all mandatory in-services and department meetings
- Maintains a professional appearance and encourages behavior appropriate for a healthcare setting
- Consistently demonstrates a self-directed, mature, disciplined and tactful approach to completing work duties
- Provides spontaneous and accurate responses
- On occasion, with the coordination of the supervisor adjusts workload
- Understands and applies the Team Concept
- Performs ongoing prospective coding and documentation chart reviews for physician services to ensure that the coding supports the services billed

Qualifications for medical coding specialist

- Licensure /Certification in coding (CPC, CCS-P, RHIA, RHIT) required
- Minimum of 1-3 years professional coding experience required
- Demonstrated knowledge of 1995 and 1997 Evaluation and Management Documentation Guidelines and other professional documentation requirements

- Certified in professional coding (currently holds either CPC, CPC-H, CCA, or CCS-P credential)
- Prefer two years of experience coding professional charges in an outpatient or clinic setting