



# Example of Medical Coding Specialist Job Description

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Our growing company is hiring 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

- Stays abreast with compliance on federal, state health care laws, regulations and rules
- Work with appropriate medical staff and other coders when performing coding functions
- Performs standard clinic coding and some charge entry
- Work with Business Office staff in developing efficient coding processes by reviewing incoming EOB's or denials
- Maintain a working knowledge of common coding and documentation practices and requirements to the physician clinic practices
- Corrects any problems with encounter forms before charges are submitted
- Respond to customer concerns through coding reviews requested by other departments
- Liaison to the clinics for coding issues and concerns
- Research and process missing physician charges
- Keep updated on applicable regulations, laws and procedures

## Qualifications for medical coding specialist

- Ability to use a personal computer for input, evaluation and optimization of diagnostic/procedural information
- Calculator and computer skills
- Knowledge of all business office software a plus
- May be required to work weekends, holidays and reasonable amounts over

- Must be able to work independently and use sound judgment to execute assignments