



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
- Develops professional expertise, applies company policies and procedures to resolve variety of issues
- Works on problems of moderate and complex scope where analysis of situations or data requires a review of variety of factors
- Coordinates the development and implementation of curriculums for current and newly hired physicians/healthcare providers
- Coordinates the development and implementation of shared webinars and live presentations on topics relating to coding and documentation
- Provides individual and group education to providers, clinic staff, billing staff and others who require coding and documentation knowledge
- Performs coding and documentation assessments to determine any issues relating to coding, documentation, or missed revenue opportunities and delivers individualized training based on these findings
- Provides shadowing services to physicians/healthcare providers to supply feedback on documentation and coding to ensure appropriate reimbursement, while conforming to applicable guidelines and regulations
- Collaborates with the EMR team to develop and implement strategies to make appropriate documentation and coding easier for providers
- Utilizes knowledge and experience pertaining to documentation, coding and billing of services to federal health care programs to address functional goals

Qualifications for medical coding specialist

- A minimum of 10 years of medical coding and/or auditing experience in two or more medical, surgical, and ancillary specialties within the past 15 years, including at least 5 years of experience in a training role (training auditors, coders, and/or providers), or a minimum of 3 years' training experience within the last 6 years in a military coding environment
- A minimum of 1 year of performance in the specialty is required to be qualifying
- Multiple specialties encompass different medical specialties
- Coding, auditing and training exclusively for specialties such as home health, skilled nursing facilities, and rehabilitation care will not be considered as qualifying experience
- Coding experience limited to making codes conform to specific payer requirements for the business office (insurance billing, accounts receivable) is not a qualifying factor