



Example of Medical Coding Job Description

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Our company is looking for a medical coding. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for medical coding

- Performs charge audit/coding review to determine appropriate ICD-10 and CPT codes to be used to report physician services to third party payers
- Drive the document strategies and messages in a collaborative way with relevant project team subject matter experts
- Produce documents in conjunction with external vendors
- Performs charge audits through review of chart notes and assigns correct procedure and diagnosis codes
- Reads operative notes and codes surgeries or procedures with appropriate CPT and ICD 9 codes based upon the written documentation
- Maintains a high level of confidentiality, promotes ethical and professional standards in compliance with CHS Corporate Policies
- Is a member of the Revenue Cycle Management Front End and Back End Enhancements Task Force actively participates in Coding Committees
- Oversee/organize coding functions
- Supervise staff productivity and recommend process improvements
- Establish process flow guidelines

Qualifications for medical coding

- Ability to summarize and interpret complicated data effectively, concisely and persuasively
- Involved in previous submission
- Degree or qualification in life sciences (e.g., MD, DVM, PhD in relevant field, BSN, PharmD, Master's or Bachelors' degree in relevant field)

of and in conjunction with corresponding project teams

- Excellent interpersonal communication skills (written and verbal) to deal effectively in delicate, sensitive and/or complex situations
- Advanced presentation skills to provide training and education to large or small groups