



Example of Medical Coding Job Description

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

Responsibilities for medical coding

- Oversee the processes to conduct annual audits, identify gaps, repeating issues and communicate results in provider office sites with data analysis from office site and/or medical record reviews to (a) continually improve the care, service to members and patient satisfaction
 - Participate in initiatives requiring cross-functional, matrix relationships
 - Assess the impact of potential or actual regulatory changes impacting the assigned area
 - Review inpatient records and interpret documentation to identify all diagnoses and procedures
 - Maintain the inpatient Discharged Not Final Billed (DNFB) report on a regular basis
 - Performs retrospective reviews of medical record documentation to determine opportunities for improvement and education with Clinical Documentation Specialists, Coders and/or patient care teams
 - Develops and maintains effective relationship with assigned clinical sections
 - Works in a consultative capacity in performing audits and providing feedback and education, in accordance with the protocol set by the department and Corporate Integrity
 - Performs annual professional services review for each provider in assigned clinical section, including creating and delivering education/feedback based on the review results
 - Plans, writes, develops and conducts on-going training regarding professional services and risk adjustment revenue and reimbursement
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- Minimum 2 - 3 years applicable experience in medical coding or related area and 15 semester hours in the subject matter area are required
- Direct experience with anesthesia, critical care and pain coding preferred
- High school diploma or GED completion is required
- 4+ years of Medical Coding experience (Hospital Environment a plus!)
- 1-2 Coding Supervision experience preferred
- Foster a culture of learning in a non-confrontational manner