



Example of Medical Coding Job Description

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Our company is searching for experienced candidates for the position of medical coding. 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

- Responds to inquiries relating to CPT and diagnosis coding
- Oversees medical record documentation to ensure that services provided are accurate
- Involvement, as an advisor / consultant, in organization-wide initiatives helping to interpret documentation and coding guidelines while providing feedback on how to maintain compliance while enacting the initiative
- Perform Level 1 quality assurance audits per corporate policy
- Collaborates with ISD developers and Medical Oncology Systems Specialist, in the analysis of information systems dependencies, in order to assure Oncology functionality in Oncology applications, department work-flow and clinical operations
- Collaborates with central business office to update CDMs by incorporating new charges/services identified by the departments, third party changes, CMS requirements, and coding updates
- Creates an educational manual for all Financial Counselors which outlines process, expectations, systems and protocol to be followed
- Development and maintenance of standardized coding guidance and documentation requirements for Medical Oncology procedural services
- Evaluate new and existing services to ensure accurate coding and ensure compliance to current coding and reimbursement standards, to compliantly optimize revenue
- In collaboration with Department and ISD development workgroups, designs and implements functionalities in Oncology EHRs for patient demographics,

Qualifications for medical coding

- Excellent verbal communication skills and professional manner, excellent written communication skills and a familiarity with a variety of writing styles
- Demonstrated computer literacy and knowledge of information systems and comparative data bases
- Minimum of a Bachelor's degree in a related field required
- CPC or other national professional coding certification required
- Medical insurance coding experience preferred
- Intermediate proficiency with Microsoft Office Suite of products