



Example of Medical Coding Job Description

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Our growing company is searching for experienced candidates for the position of medical coding. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for medical coding

- Responsible for researching payer and governmental regulatory guidance, and updating Oncology Administration on requirements in order to introduce best practices and ensure regulatory compliance
 - Determines, coordinates and supervises daily staffing assignments
 - Serves as an internal liaison with other departments that have coding concerns/questions
 - Notify insurance companies and patients of account charges
 - Assure quality and consistency of data by partnering with other operational teams
 - Gathering, reviewing and acting upon coding quality data gleaned from within, and outside of the organization
 - Staying abreast of industry standards and governmental regulations and creating coding compliance plans to address as necessary
 - Demonstrated management skills and ability to work effectively to build relationships with colleagues, customers, and executive management through positive interaction
 - Develops educational programs for providers based on audit findings, general education of coding, documentation guidelines, reimbursement rules and regulations
 - Creates and presents customized coding training and initial audit/review for new physicians/providers
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- Good understanding of UAE healthcare insurance requirements and revenue cycle practices
- Formal knowledge of the ICD-9-CM and CPT-4 classification systems with understanding of the effect it has on data quality for prospective payment, utilization, and reimbursement
- Must possess good technical skills and should be comfortable interacting with employees, physicians, and other users of medical record information in a variety of situations
- A Bachelor's degree in Nursing, Pharmacy or other Biological Science is required
- Bachelor's degree in Medical Coding or related field preferred
- Master's degree in Medical Coding or related field preferred