

JOB DESCRIPTION

Job Classification: Certified Medical Coder

Reports to: Billing Manager

Supervises: None

Last reviewed: 02/08/2021

POSITION PURPOSE:

Medical Coding Specialists are responsible for reviewing medical documentation to ensure correct CPT and ICD 9/10 codes are submitted for maximum reimbursement of claims. They also play a key role on ensuring that Providers meet regulations that govern recordkeeping. They also participate in monthly Provider meetings for ongoing training or questions the Providers may have as it relates to coding issues.

MINIMUM QUALIFICATIONS:

Education: High school diploma or GED required. Associate's Degree in Business or related field preferred.

Licensure/Certification: Coding Certification required

Experience: Experience in communicating with physicians and their staff in healthcare industry billing practices and physician ancillary reimbursement strategies. Strong interpersonal, written and verbal communication is required.

Equipment/Skills: Operating basic office equipment, answering the telephone, typing skills, ten-key, computer skills- Microsoft Word, Excel and Internet.

Physical demands: Ability to physically perform the functions of the job, including sitting, standing, walking, lifting, carrying, bending, and reaching with or without reasonable accommodation.

Status Classification: Hourly

PRIMARY JOB RESPONSIBILITIES:

- A. Responsible for reviewing provider charges for accurate and complete ICD9/10 and CPT coding from physician documentation.
- B. Ensure coded services, provider charges, and medical record documentation meet appropriate guidelines.
- C. Provide training and support to Providers and staff to improve coding practices.

- D. Ensure procedures are billed accurately in compliance with all payers regulations for physician's services.
- E. Provide ongoing feedback and targeted training to Providers and staff regarding coding guidelines and requirements.
- F. Work on any denial related to coding issues.
- G. Performs other related duties as assigned. Standards:
 - Follows guidelines established at time of assignment.
 - Accepts assignments willingly.
 - Prioritizes workload to ensure timely completion of assignment.
 - Asks appropriate clarifying questions relative to scope of assignment.

ACKNOWLEDGMENT:

I have read and understand the above Job Description, and agree with it.

Employee Signature

Date

Supervisor Signature

Date