



Medical Coding Specialist

Purpose:

Medical Coding Specialists are responsible for abstracting diagnosis and procedures from patient medical charts. They will also review claims data to ensure that assigned codes/supplies meet required legal rules and required authorizations are in place prior to submission.

Education:

Outpatient or Professional Fee Coding: Register Health Information Technician (RHIT), Certified Coding Specialist (CCS), Certified Professional Coder (CPC), Certified Coding Specialist - Professional (CCS-P), Certified Outpatient Coder (COC) or Certified Professional Coder – Hospital (CPC-H)

Inpatient Coding: Registered Health Information Technician (RHIT), Certified Inpatient Coder (CIC), or Certified Coding Specialist (CCS)

High School Diploma (or GED or High School Equivalence Certificate)

Tasks

- Code and abstract clinical and demographic data for inpatient and, or outpatient encounters using standardized coding regulations, abstracting rules, and Tyvan guidelines.
- Identify and resolve clinical documentation and charge capture discrepancies to improve quality of the clinical documentation, severity and reimbursement levels assigned, integrity of charges data reported.
- Maintain patient confidentiality and information security
- Performs medical necessity checks appropriately utilizing the CMS website for Medicare tests when these are brought to the coder's attention prior to the patient's encounter.
- Appropriately follows up on accounts that they have on hold due to documentation or billing issues.
- Perform other duties as assigned

Knowledge, Skills, and Abilities:

- Knowledge of and experience using ICD 10, CPT, and HCPCS coding.
- Knowledge of payor guidelines.
- Knowledge of and skill in using personal computers in a Windows environment with an emphasis on basic word processing and data entry
- Ability to work independently and make decisions
- Ability to pay close attention to detail.
- Ability to identify research and solve problems and discrepancies.
- Ability to communicate with employees, management and physicians in a courteous and professional manner.
- Ability to process assigned duties in an organized manner.



Should you understand and agree to the responsibilities and requirements outlined above, please provide your signature below:

Employee Signature Date

Supervisor Signature Date

Human Resources Signature Date