



## MEDICAL CODER JOB DESCRIPTION

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### Job Summary:

The Medical Coder provides services on a supplemental staffing basis to our client facilities. The Medical Coder is responsible for inputting the appropriate code of various medical services so that healthcare practitioners and providers can receive payment for services rendered. The specific codes they assign are used to establish the amount of money a healthcare provider will get reimbursed from the different insurance companies.

### Qualifications:

- Education: Associate degree from a community or junior college preferred. In addition to general education, coursework includes medical terminology, anatomy and physiology, legal aspects of health information, coding and abstraction of data, statistics, database management, quality improvement methods, and computer science.
- Experience: One year full time experience
- Certification: CCS Certified Coding Specialist certification preferred

### Duties and Responsibilities

The Medical Coder should understand his/her own limitations, seeking advice and assistance when necessary. Specific duties may include, but are not limited to the following:

- Interpreting a patient's medical charts and assigning the appropriate diagnostic and procedural codes.
- After the code is determined, keying it into the computer system. These systems allow the data to be organized and easily accessible for patient history, services provided and for insurance and billing purposes.
- Assign and identify the information by using the accurate ICD-9-CM and CPT codes, which are diagnostic coding programs.
- Responsible in making sure the assigned codes meet all federal, legal and insurance regulations so service payments are obtained in a timely fashion.
- Verifying signatures and data
- Reviews the claims to make sure they're correct, prior to submitting for reimbursement.
- Resubmits it and contact the provider to ensure the correct code was used, in the event a claim is denied.

### Essential Functions:

- Ability to communicate effectively both verbally and in writing
- Participates in continuing education and learning experiences to enhance and maintain current knowledge and skills for continued competence
- Sitting for long periods with frequent squatting, twisting, bending, kneeling and reaching to obtain and file medical records.

- Manual dexterity and fine motor coordination
- Ability to work in a stressful environment
- Consistent attendance is required to assure that the client facilities' needs and patient needs are met.
- To comply with all client facilities' policies, procedures and practices
- To comply with all policies and to uphold our standards of excellence while on assignment at our client facilities.

**Working Conditions:**

The Medical Coder must understand and accept the possibility of exposure to inside environmental conditions, such as noise, infectious/communicable diseases, blood and bloodborne diseases, chemicals and/or chemical fumes, odors, gases and dusts.

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