

Clinical Coding Specialist

Sample Position Description

Position Title: Clinical Coding Specialist

Immediate Supervisor: Director of Health Information Management, Manager of Clinical Data, or Coding Supervisor

Position Purpose:

The purpose of this position is to apply the appropriate diagnostic and procedural codes to individual patient health information for data retrieval, analysis, and claims processing.

Responsibilities:

- Abstracts pertinent information from patient records. Assigns ICD-9-CM or HCPCS codes, creating APC or DRG group assignments.
- Queries physicians when code assignments are not straightforward or documentation in the record is inadequate, ambiguous, or unclear for coding purposes.
- Keeps abreast of coding guidelines and reimbursement reporting requirements. Brings identified concerns to supervisor or department manager for resolution.
- Abides by the Standards of Ethical Coding as set forth by the American Health Information Management Association and adheres to official coding guidelines.

Position Qualifications

Minimum of successful completion of a coding certificate program in a program with AHIMA approval status. RHIA, RHIT, CCS, and CCS-P certification status preferred. Coding certification preferred from the American Health Information Management Association. Prefer someone with work experience as a coder or strong training background in coding and reimbursement.