

**Job Title:** Medical Coder  
**Effective Date:** Immediate  
**Reports To:** Coding Manager  
**Exemption Status:** Non-Exempt  
**Location: Division:** Oak Ridge, TN

## Essential Functions:

- > Follow-up on missing information and document accordingly
- > Code Reports to highest level
- > ICD-9CM & ICD-10CM coding to the highest level of specificity
- > CPT code review (Review physician-reported codes)
- > Work Coding Denials
- > Work Coding Edits
- > Appropriate modifiers and/or ancillary charges based upon patient's insurance carrier's requirements
- > Assist with all other billing functions as needed
- > Perform all other duties as assigned

**Qualifications:** The successful candidate will have a High school degree or equivalent. Requirements:

- > CPC certification preferred
- > Working knowledge of Pain Management, ENT, Ortho coding preferred
- > Word processing (Word, Excel and PowerPoint preferred) and typing skills
- > Exceptional communication skills
- > Ability to listen and effectively communicate via telephone
- > Important skills include time management, strong organizational skills illustrating the ability to organize and prioritize work
- > Flexible mentality: willing and capable of performing varied tasks
- > Attentive to the documentation of detail
- > Strong verbal skills and problem solving ability
- > Able to work in a team environment

