### Marietta Dermatology Associates, P.A.

**Certified Medical Coder**

Job Title: Certified Medical Coder

Department: Business Office

Reports To: Billing and Coding Manager

**Duties and Responsibilities**

**A successful candidate must have proficient knowledge/capabilities in the following areas:**

Proficiency of Medicare 1995 and 1997 Documentation Guidelines.

Evaluation and Management coding experience.

Proficiency in ICD-10 and CPT/HCPCS coding rules

Knowledge in using EMA (billing software) will be a plus

Responsible for coding at least 200 tickets per day

Making sure that ICD, CPT, HCPCS codes and modifiers are assigned correctly and sequenced appropriately according to the guidelines.

**Job Summary**

* Possess strong written and verbal communication skills to communicate effectively with individuals at all levels of the organization.
* Under the directions of the Coding Manager, this position will be responsible for CPT and ICD-10 coding and ensuring accuracy and maximum reimbursement.
* Knowledge of anatomy/physiology and disease process, medical terminology, coding guidelines (outpatient and ambulatory surgery) and documentation requirement.
* Must be process and detail oriented.
* Ability to multi-task, as well as organize and prioritize work assignments; and
  + Ability to work independently and complete assignments timely and accurately.

**Qualifications**

* **Must be a Certified Professional Coder (CPC)**
* High school diploma or equivalent required
* Basic Proficiency with Windows PC applications and MS Office (create, edit, format Word, Excel, PowerPoint)
* Previous experience Dermatology coding will be a plus but nor required
* Must possess at least 1 years of medical coding experience

**Physical Demands**

* The ability to lift 20 pounds without assistance
* Remain in a seated position(stationary) for 80% of the workday
* Walk and stand for 20% of the workday
* Lifting, carrying, move or transport at least 20 pounds without assistance
* Pushing, pulling, reaching over-head Flexes and extends wrists and arms 80% of workday
* The ability to hear, understand, and distinguish speech and/or other sounds
* The ability to communicate information and ideas so others will understand.
* Use fingers to grasp, move, or assemble very small objects.

**Job responsibilities/performance standards**

* Performs job duties and responsibilities in a professionally manner.
* Be on time for the work shift and maintain regular attendance.
* Adheres to Marietta Dermatology Associates, P.A. code of conduct and

related customer service standards for patients and staff.

* Works amicably with co-workers, managers.
* Work with internal and external customers.
* Always demonstrates a professional and ethical manner.
* Indicates willingness and assumes responsibility for job performance.
* Seeks to assist other team members when tasks are completed.
* Exemplifies the Marietta Dermatology Associates patient-focused Mission Statement.
* Willing to share knowledge as it relates to MDA and the department and assist with the training of new staff members.

**Non-essential job duties/other functions**

The employee may be assigned to any additional duties and responsibilities based on the needs of Marietta Dermatology Associates, P.A.

I have read and received a copy of my job description and that I am responsible to accomplish all my duties and responsibilities of my role during the hours to which I have agreed.

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Signature (Employee) Date

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Business Office Manager Date