

**SOUTHEASTERN ORTHOPAEDIC SPECIALISTS, P.A.**  
**JOB DESCRIPTION**

**Job Title:** Certified Professional Coder  
**Reports To:** Administrator  
**FLSA Status:** Non Exempt

**SUMMARY:** Under the direct supervision of the Administrator, enters the CPT and ICD-9 Codes

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. CPT and ICD-9 coding
2. Medical Insurance billing – posting charges based on appropriate CPT and ICD9 guidelines
3. Ensure proper reimbursement based on service provided by physician.
4. Stay updated on policy changes and descriptions of coding rules
5. Follow and adhere to all rules established by the AMA for coding
6. Ensure proper sequencing of doctors – procedures are meeting the definition of required data that is applicable for the health care setting.
7. Report only the codes that are clear and consistently supported by the physician documented in the health record.
8. Consult with physician when necessary.
9. Answer phones and respond to inquiries
10. Perform other duties as necessary
11. Keep up the CEU's
12. Maintain CEU

Minimum Qualification:

High School Diploma or equivalent and one to two years of relevant experience as a Certified Coder. CPC designation required.

Special Requirements:

Must adhere to strict patient confidentiality code.

Must be friendly with good public relations skills