1. Used [Software] and [Software] to input information into computerized patient record system.
2. Verified signatures and checked medical charts for accuracy and completion.
3. Accurately selected proper descriptive code when more than one anatomical location was indicated.
4. Implemented new coding procedures that reduced mistakes by [Number]% and simplified processes.
5. Performed billing and coding procedures for ambulance, emergency room, impatient and outpatient services.
6. Tutored [Number] new coders for compliance with [Type] and [Type] classification systems and coding guidelines.
7. Entered orders into EMR system efficiently and without errors.
8. Applied official coding conventions and rules from American Medical Association and Centers for Medicare and Medicaid Services to assign diagnostic codes.
9. Coded inpatient charts at rate of [Number] per hour or [Number] per day.
10. Reviewed, analyzed and managed coding of diagnostic and treatment procedures contained in outpatient medical records.
11. Scanned and filed medical records in alphabetical order to maintain organized and up-to-date filing system.
12. Interacted with physicians and other healthcare staff to ask questions regarding patient services.
13. Utilized active listening, interpersonal and telephone etiquette skills when communicating with others.
14. Correctly coded and billed medical claims for various hospital and nursing facilities.
15. Reviewed outpatient records and interpreted documentation to identify all diagnoses and procedures.
16. Applied charges and updated patient records by using [Software] and [Software].
17. Reviewed patient charts to better understand health histories, diagnoses and treatments.
18. Coded Observations and Inpatient Professional Services at average rate of [Number] per hour.
19. Resourcefully used various coding books, procedure manuals and on-line encoders.
20. Processed insurance company denials by auditing patient files, researching procedures and diagnostic codes to determine proper reimbursement.