1. Used [Software] to assign procedure and diagnostic codes to patient records for billing purposes.
2. Performed billing and coding procedures for ambulance, emergency room, impatient and outpatient services.
3. Resourcefully used various coding books, procedure manuals and on-line encoders.
4. Initiated, performed and documented quarterly coding audits for physicians.
5. Entered orders into EMR system efficiently and without errors.
6. Verified signatures and checked medical charts for accuracy and completion.
7. Reviewed outpatient records and interpreted documentation to identify all diagnoses and procedures.
8. Implemented new coding procedures that reduced mistakes by [Number]% and simplified processes.
9. Coded inpatient charts at rate of [Number] per hour or [Number] per day.
10. Reviewed patient charts to better understand health histories, diagnoses and treatments.
11. Accurately selected proper descriptive code when more than one anatomical location was indicated.
12. Reviewed [Number] medical records per [Timeframe] to select appropriate coding sequences.
13. Coded Observations and Inpatient Professional Services at average rate of [Number] per hour.
14. Used [Software] and [Software] to input information into computerized patient record system.
15. Reviewed, analyzed and managed coding of diagnostic and treatment procedures contained in outpatient medical records.
16. Correctly coded and billed medical claims for various hospital and nursing facilities.
17. Interacted with physicians and other healthcare staff to ask questions regarding patient services.
18. Guarded against fraud and abuse by verifying all coded data accurately reflected services provided.
19. Applied official coding conventions and rules from American Medical Association and Centers for Medicare and Medicaid Services to assign diagnostic codes.
20. Scanned and filed medical records in alphabetical order to maintain organized and up-to-date filing system.