1. Reviewed [Number] medical records per [Timeframe] to select appropriate coding sequences.
2. Implemented new coding procedures that reduced mistakes by [Number]% and simplified processes.
3. Guarded against fraud and abuse by verifying all coded data accurately reflected services provided.
4. Verified signatures and checked medical charts for accuracy and completion.
5. Reviewed, analyzed and managed coding of diagnostic and treatment procedures contained in outpatient medical records.
6. Processed insurance company denials by auditing patient files, researching procedures and diagnostic codes to determine proper reimbursement.
7. Scanned and filed medical records in alphabetical order to maintain organized and up-to-date filing system.
8. Coded Observations and Inpatient Professional Services at average rate of [Number] per hour.
9. Reviewed patient charts to better understand health histories, diagnoses and treatments.
10. Reviewed outpatient records and interpreted documentation to identify all diagnoses and procedures.
11. Utilized active listening, interpersonal and telephone etiquette skills when communicating with others.
12. Initiated, performed and documented quarterly coding audits for physicians.
13. Correctly coded and billed medical claims for various hospital and nursing facilities.
14. Coded inpatient charts at rate of [Number] per hour or [Number] per day.
15. Applied charges and updated patient records by using [Software] and [Software].
16. Tutored [Number] new coders for compliance with [Type] and [Type] classification systems and coding guidelines.
17. Interacted with physicians and other healthcare staff to ask questions regarding patient services.
18. Used [Software] and [Software] to input information into computerized patient record system.
19. Resourcefully used various coding books, procedure manuals and on-line encoders.
20. Applied official coding conventions and rules from American Medical Association and Centers for Medicare and Medicaid Services to assign diagnostic codes.