

## Medical Coder Manager

### Essential Functions:

Reviews patient medical records and assign codes to diagnoses and procedures performed so the facility can bill insurance and other third-party payers (such as Medicare or Medicaid) as well as the patient. A coding manager is a professional responsible for supervising the medical coding staff that deals with patients' medical records. Coding managers generally work for hospitals or in medical offices at other health care facilities. These management professionals are responsible for the security and accuracy of the patient records they maintain, which requires remaining current with software and network security issues.

### Coding Manager Education and Career Requirements

Coding managers may begin their careers as medical coding specialists, with an associate's or bachelor's degree, then move on to management positions, either as they gain work experience or after completing further education. According to the U.S. Bureau of Labor Statistics (BLS) medical and health services managers can find entry-level positions with a bachelor's degree ([www.bls.gov](http://www.bls.gov)). Prospective coding managers may also consider master's degree programs in areas such as health services administration, health sciences, health information management, or other health related fields.

Licensure is not required for all coding management positions; however, the BLS notes that manager or administrator positions in assisted-living or nursing care facilities may require licensure. It can also be necessary or useful for coding managers to obtain certification, such as the Registered Health Information Administrators and Certified Professional Coder designations. These certifications generally have minimum education and professional experience requirements, as well as an examination.

**To Apply:** Send résumé and cover letter to [CBlount@dhvaj.com](mailto:CBlount@dhvaj.com)