
Coding Manager Resume

Job Objective

Looking for an opportunity to put my skills and training to work for your company by acquiring the position of Coding Manager.

Highlights of Qualifications:

- Certification as coding specialist
 - Outstanding experience in managing computerized encoding and technical coding records
 - Deep knowledge of hospital policies and programs
 - Exceptional knowledge of cardiac and surgery coding
 - Ability to design presentations for clients and staff
 - Ability to interpret all database requirements
 - Ability to multi task and prioritize work
 - Ability to resolve issues effectively
 - Proficient to provide training for coding issues
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Professional Experience:

Coding Manager

Quantum Advantage, Inc, Hattiesburg, MS

October 2008 – Present

- Analyzed requirements and performed interviews and hired all coders.
- Developed all policies and procedures for individual project.
- Designed training programs for coders for projects.
- Supervised coder productivity and maintained production standards.
- Coordinated with clients and coders and ensured smooth processes.
- Assisted clients to resolve all issues within timeframe.
- Prepared report status for projects for coding division.
- Managed communication with coding staff and clients.

Coding Supervisor

CSI Companies, Hattiesburg, MS

August 2003 – September 2008

- Supervised production and turnaround time for staff.
- Coordinated with departments to improve revenue cycle of projects.
- Managed hold cases in coordination with coding staff.
- Performed quality audits on all coding activities and prepared schedule.
- Prepared performance measure reports to achieve objectives.
- Maintained coding staff employee files and evaluate performance.

Coding Specialist

Pinnacle Partners, Inc., Hattiesburg, MS

May 1998 – July 2003

- Maintained confidentiality of all patient and employee information.
 - Managed statistical data and gathered required information.
 - Prepared summaries of current changes and collect process.
 - Coordinated with patients to resolve all insurance related issues.
 - Monitored internal requests for medical information.
 - Worked with supervisor on various complex coding projects.
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Education:

Bachelor's Degree in HIM

Saint Joseph's College, Rensselaer, IN

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