



Lakeview Clinic, Ltd. Job Description

Position: Medical Coding Manager

Job Status: Full-time, Monday–Friday, 8:00 AM–5:00 PM

FLSA Status: Exempt, FTE 1.0

Location: Waconia

Reports to: Director of Quality & Compliance

Direct Reports: Medical Coding Staff Members

Job Summary:

The Coding Manager provides strategic and operational leadership for the Coding Department, ensuring accurate, compliant, and efficient coding practices across all service lines. This role supports the Director of Quality & Compliance in achieving organizational goals and maintaining financial viability through quality coding, staff development, and regulatory compliance.

Essential Job Functions

Leadership & Supervision

- Directly supervises coding staff, including hiring, onboarding, training, performance evaluation, and professional development.
- Plans, organizes, and manages daily coding operations across Specialties at Lakeview Clinic.
- Oversees productivity, quality, and timeliness of coding and abstracting activities.
- Communicates job expectations, assigns tasks, monitors performance, and enforces department policies.

Compliance & Quality Assurance

- Ensures coding practices comply with federal, state, and local regulations, payer policies, and internal procedures.
- Conducts regular audits of coder performance and provider documentation, providing feedback and coaching in collaboration with Director of Quality & Compliance.
- Reviews and updates policies and procedures as needed to maintain compliance and operational efficiency.

Operational Oversight

- Monitors unbilled reports and work queues, adjusting staff assignments to meet daily coding goals.
- Resolves billing edits using National Correct Coding Initiative (CCI), Local/National Coverage Determinations, and Physician Fee Schedules.
- Maintains the RCx Rules coding edits and updates RCx Rules for Policy and Billing Edits.

Training & Development

- Provides ongoing education and cross-training for coding staff.
- Attends and facilitates coding and reimbursement training sessions.
- Stays current with changes in coding systems, HIPAA requirements, and healthcare regulations.

Collaboration & Communication

- Maintains strong working relationships with physicians, nurses, clinic managers, and other departments.
- Serves as a resource for coding and documentation questions.
- Ensures timely and effective communication with staff and leadership through meetings and one-on-one sessions.

Qualifications

- Proven experience in medical coding and billing, including ICD-10-CM, CPT, and HCPCS.
- Strong knowledge of commercial and governmental payer policies.
- Demonstrated ability to supervise, coach, and develop a team.
- Excellent communication and interpersonal skills.
- Ability to interpret health record documentation for accurate code assignment.
- Working knowledge of coding software, billing systems, and regulatory guidelines.

Key Success Factors

- Expertise in coding regulations, HIPAA, and transaction code sets.
- Proficiency in using coding applications and managing CCI edits.
- Ability to identify and act on improvement opportunities through data analysis and best practices.
- Flexibility and adaptability in balancing operational needs with compliance requirements.
- Commitment to providing excellent service with urgency to internal and external stakeholders.

Education and Experience:

- Associate's degree in HIM, HIT, Medical Coding, or other field that supports medical administrative operations.
- Minimum of 5 years of experience in medical billing and coding, CPT, HCPCS, and ICD-10 Coding.
- Medical Coding certification from AAPC
- Prior experience in Primary Care Clinic Coding
- Experience working in Allscripts Touchworks and Practice Management systems preferred.

Physical Demands:

- Frequent sitting, standing, walking, reaching, bending, stooping, lifting up to 25lbs., carrying and speaking.
- Lifting, carrying, pushing and pulling up to 50 pounds, with assistance if needed.
- Frequent use of computer, keyboard, phone, copy and fax machines.

Compensation and Benefits:

Salary Range: \$60,000 – \$90,000 per year

Compensation decisions are made based off several factors including relevant work experience, education, certification, and licensure as well as internal equity. Wages are just one part of our employee compensation package. Lakeview Clinic offers benefits including medical and dental coverage, paid time off, 401(k), holiday pay, life insurance and other voluntary supplemental insurance coverages.

Lakeview Clinic is an equal opportunity employer and does not discriminate based on race, color, creed, religion, national origin, sex, sexual orientation, gender identity or expression, pregnancy, disability, age, marital status, genetic information, veteran status, or any other characteristic protected by applicable federal, state, or local law.