
DREW MEMORIAL HOSPITAL

JOB POSTING

CLASS

Full Time

POSITION

Coding Supervisor

DEPARTMENT

Health Information

QUALIFICATIONS

- 1) RHIT, RHIA preferred
- 2) CCS (Certified Coding Specialist) credentialing with five years experience preferred
- 3) Good computer and keyboarding skills a must
- 4) Must have good organizational skills and be detail oriented.

JOB DUTIES

- 1) Responsible for guiding coding staff as well as performing individually
- 2) Coding of outpatient and inpatient records.
- 3) Perform quantitative and qualitative check of records to ensure their completeness.
- 4) Will work closely with physicians and other staff.
- 4) Additional tasks as assigned by the department director.

ALL APPLICANTS CONSIDERED FOR EMPLOYMENT WILL BE SUBJECT TO A DRUG SCREENING TEST, UNDER THE FEDERAL DRUG-FREE WORK PLACE GUIDELINES.