



The Coding Manager's Handbook

HCPPro, Rose T. Dunn RHIA MBA CPA FACHE FHFMA

Download now

[Click here](#) if your download doesn't start automatically

The Coding Manager's Handbook

HCPPro, Rose T. Dunn RHIA MBA CPA FACHE FHFMA

The Coding Manager's Handbook HCPPro, Rose T. Dunn RHIA MBA CPA FACHE FHFMA

Get the know-how to manage a first-class coding department

A coding manager must be an effective team leader, efficiently balancing multiple responsibilities. Whether you are new to the job, or an experienced manager, this book will walk you step-by-step through your roles and responsibilities. It provides a comprehensive and detailed look at a coding manager's/supervisor's responsibilities, providing more than 50 figures, charts, sample documents, and resources to illustrate key topics and provide examples.

The author provides an overview of regulatory oversight, explains the coding department's role in the revenue cycle, and provides a roadmap to successfully navigate the coding department's daily challenges.

You will learn to:

- Allocate resources and structure the coding function to maximize productivity
- Select, develop, retain, and motivate staff
- Create a documentation improvement program and query policy
- Establish a coding quality review program to ensure accuracy and compliance
- Implement a coding auditing program

The topics covered in the book include:

Chapter 1: Introduction to Management

New Manager Challenges

What Does a Manager Do

Chapter 2: Planning and Organizing the Coding Function

What Is the Coding Function?

Today's Coding Function

Structuring the Coding Function

Resources for the Coding Function

Scheduling

Chapter 3: Developing, Selecting, and Retaining Coding Staff

Determining Staff Size

Composition of the Coding Team

Developing an Apprentice Program

Developing Coding Guidelines

Chapter 4: Motivating the Coding Team

Assessing Individual Needs
Generational Differences
Manager's Needs
Developing Expectations
Common Distractions
Remote Coding Considerations
Incentives as Motivators

Chapter 5: Compliance and the Coding Function

Implementing a Coding Auditing Program
External Coding Quality Reviews

Chapter 6: Coding and the Revenue Cycle

Coding Connects the Cycle
Coding Quality and Case Mix Index
Denial Management

Chapter 7: Improving Coding Quality and Reimbursement

Creating a Documentation Improvement Program
Key Items to Consider Including in a Query Policy
Tracking Queries

Chapter 8: External Forces

History of Regulatory Oversight
Office of Inspector General
Medicare Administrative Contractors
Recovery Audit Contractors
Medicaid Integrity Program
Hospital-Acquired Conditions
Third-Party Payers

Chapter 9: Daily Challenges

Assign Work Queues
Review the DNFB Report
Payroll and Scheduling
Drafting Policies and Procedures
Employee Challenges
Quality Audits
Employee Evaluations
Working with Physicians
Emerging Challenges

The nearly 50 figures in this book include- maps, charts, and documents such as:

- Sample occurrence report
- Advantages and disadvantages of individual-based and team-based incentives
- Sample internal audit calendar
- Letter explaining overpayment/underpayment due to coding error
- Sample response to the CFO regarding decline in case mix
- Sample data collecting and trending chart
- Sample physician query
- Sample tracking spreadsheet RAC tracking spreadsheet data components

Additional resources in the online Appendix include:

- Coding career ladder
- Coding manager job description
- Coding specialist II job description
- Special report: Coder productivity benchmarks

 [Download The Coding Manager's Handbook ...pdf](#)

 [Read Online The Coding Manager's Handbook ...pdf](#)

**Download and Read Free Online The Coding Manager's Handbook HCPro, Rose T. Dunn RHIA
MBA CPA FACHE FHFMA**

From reader reviews:

Bessie Papp:

Book is to be different for every single grade. Book for children until adult are different content. As it is known to us that book is very important normally. The book The Coding Manager's Handbook ended up being making you to know about other understanding and of course you can take more information. It is quite advantages for you. The publication The Coding Manager's Handbook is not only giving you far more new information but also to become your friend when you truly feel bored. You can spend your spend time to read your book. Try to make relationship while using book The Coding Manager's Handbook. You never sense lose out for everything if you read some books.

Sheldon Downs:

As people who live in often the modest era should be upgrade about what going on or information even knowledge to make these individuals keep up with the era which can be always change and make progress. Some of you maybe can update themselves by studying books. It is a good choice for you personally but the problems coming to you actually is you don't know what type you should start with. This The Coding Manager's Handbook is our recommendation to help you keep up with the world. Why, because book serves what you want and want in this era.

Stephanie Dillard:

Reading a publication can be one of a lot of activity that everyone in the world likes. Do you like reading book and so. There are a lot of reasons why people like it. First reading a e-book will give you a lot of new information. When you read a publication you will get new information since book is one of a number of ways to share the information or their idea. Second, reading a book will make anyone more imaginative. When you studying a book especially tale fantasy book the author will bring you to imagine the story how the figures do it anything. Third, you are able to share your knowledge to other people. When you read this The Coding Manager's Handbook, you are able to tells your family, friends and soon about yours e-book. Your knowledge can inspire different ones, make them reading a reserve.

Martina White:

What is your hobby? Have you heard this question when you got students? We believe that that problem was given by teacher to their students. Many kinds of hobby, Everyone has different hobby. So you know that little person similar to reading or as studying become their hobby. You have to know that reading is very important and also book as to be the issue. Book is important thing to increase you knowledge, except your own personal teacher or lecturer. You will find good news or update with regards to something by book. Different categories of books that can you choose to use be your object. One of them is The Coding Manager's Handbook.

**Download and Read Online The Coding Manager's Handbook
HCPro, Rose T. Dunn RHIA MBA CPA FACHE FHFMA
#NF7O3RPEUKJ**

Read The Coding Manager's Handbook by HCPro, Rose T. Dunn RHIA MBA CPA FACHE FHFMA for online ebook

The Coding Manager's Handbook by HCPro, Rose T. Dunn RHIA MBA CPA FACHE FHFMA Free PDF d0wnl0ad, audio books, books to read, good books to read, cheap books, good books, online books, books online, book reviews epub, read books online, books to read online, online library, greatbooks to read, PDF best books to read, top books to read The Coding Manager's Handbook by HCPro, Rose T. Dunn RHIA MBA CPA FACHE FHFMA books to read online.

Online The Coding Manager's Handbook by HCPro, Rose T. Dunn RHIA MBA CPA FACHE FHFMA ebook PDF download

The Coding Manager's Handbook by HCPro, Rose T. Dunn RHIA MBA CPA FACHE FHFMA Doc

The Coding Manager's Handbook by HCPro, Rose T. Dunn RHIA MBA CPA FACHE FHFMA Mobipocket

The Coding Manager's Handbook by HCPro, Rose T. Dunn RHIA MBA CPA FACHE FHFMA EPub