

Medical Coding Manager Job Description

Duties and Responsibilities:

- Carry out accurate, timely, and consistent coding of data from clinical trials by applying WHODrug and MedDRA, as well as issue queries when necessary and resolve them in a timely manner
- Carry out thorough and consistent review of all coding, including studies that were outsourced
- Perform tasks in accordance with company-wide project specific guidelines and standard coding practices acceptable in the industry
- Provide assistance in creating or/and reviewing medical coding related Work Instructions (WIs) and Standard Operating Procedures (SOP)
- Perform assessment of coding applications/tools and suggest the necessary input into them
- Work collaboratively with the Data Management department to ensure coding deliverables are achieved in a timely manner
- Provide assistance with the performance of clinical trial data upversioning
- Ensure coding tool is working perfectly before going live by assisting with all areas of User Acceptance Testing concerning in-house coded studies
- Communicate medical coding process improvements as appropriate/approved to the team and ensure implementation
- Provide assistance in creating, documenting, and maintaining medical coding related items, including Change Request Logs, Global Coding Guidelines, upversioning documentation or Vendor or Internal related coding reports
- Give presentation on medical coding issues to external third party vendors and/or internal departments when necessary
- Collaborate with other departments and professionals within the organization to effectively resolve any medical coding issue that may arise

- Assist junior staff to develop competence in coding knowledge and skills by training, managing, and mentoring them
- Work together with Drug Safety when necessary on matters relating to medical coding
- Take part in company/project meetings
- Perform assessments of newly launched medical coding related technologies and make recommendations/suggestions
- Directly supervise the work/activities of staff of the medical coding department.

Medical Coding Manager Requirements – Skills, Knowledge, and Abilities

- Strong expertise with WHODrug and MedDRA
- Strong knowledge and working experience of two coding solutions or more, including Medidata Rave Coder or dsNavigator
- Strong experience providing leadership in reviewing and communicating third-party vendor coding and in managing junior staff
- Strong medical terminology knowledge
- Ability to work effectively in a cross-functional team-oriented setting
- Thorough understanding of regulatory environment and ICH as it concerns data management
- Exceptional computer skills, with strong ability to apply Microsoft Office applications
- Exceptional organizational, verbal, and written communication skills
- Detail-oriented individual with strong EDC database experience
- Deep knowledge of the principles of SDTM and CDASH
- Strong experience in coding data for relevant clinical trials
- Strong ability to uphold organizational values, work with integrity and ethically, inspire the trust of others, and treat people with respect
- Strong ability to use time efficiently, and to prioritize and plan work activities
- Strong ability to follow instructions and management directions, and to complete assigned administrative tasks on time and correctly.