**Job Description: Charge Capture Coordinator**

**Position summary:**

The hospital must be diligent in assuring accurate and appropriate charging for all services performed. This manager will focus on accuracy, completeness, and appropriateness of hospital-wide inpatient and outpatient charges, coding and billing as it relates to Medicare, and other payer issues.

**Accountabilities:**

Provides effective leadership and proper management of hospital charging systems. Serves as organizational expert and trainer on charge description master (CDM) references and analysis software.

Demonstrates the ability to effectively plan, organize, implement, and control overall charge description master functions by staying current on all regulatory and fiscal intermediary communications, communicating them in a timely manner, and effecting best practice changes as needed.

Determines appropriate operational changes and coordinates and documents procedural and systems changes as necessary including ongoing and annual CPT/HCPCS code updates and payer requirements.

Provides consultation training and other assistance to clinical departments regarding CDM and charge protocol issues to ensure charge sheets/screen are updated and processes are in place to capture all daily charges.

Provides ongoing feedback and prepares and analyzes trends relating to target departments regarding charge capture initiatives and effectiveness. Monitors outcomes of CDM and charge master improvements.

Performs comprehensive internal and external audits. Audits departments for accuracy and completeness both personally and through business arrangements.

**Shared by:** Mike Reppart, director of business services at Hendrick Medical Center, Abilene, Texas, and a member of HFMA’s Lone Start Chapter.