

## Key Steps for Accurate Medical Coding

### 1. Abstract the documentation.

Read completely through the documentation of the encounter. Identify why, what, how, and where. Read it again!



### 2. Query, if necessary.

Make a list of questions regarding any unclear or missing information. Never assume or guess.



### 3. Code the diagnosis or diagnoses.

Describe why the health care provider treated this patient during this encounter.



### 4. Code the procedure(s).

Describe what the provider did for the patient during this encounter.



### 5. Confirm medical necessity.

Link every procedure code to at least one diagnosis code.



### 6. Double-check your codes.

Coding precisely will result in a greater number of your claims getting paid quickly.

