

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · MEDICAL CODER

1	What experience do you have as a medical coder?	1 2 3 4 5	
2	What coding systems are you familiar with?	1 2 3 4 5	
3	How well-versed are you in ICD and HCPCS coding systems?	1 2 3 4 5	
4	Describe your experience applying CPT codes for procedures.	1 2 3 4 5	
5	Are there any areas of medical coding that particularly interest or challenge you?	1 2 3 4 5	
6	Have you ever encountered an ethical dilemma while coding, and how did you handle it?	1 2 3 4 5	
7	Describe the process that goes into determining correct code assignments.	1 2 3 4 5	
8	What quality assurance measures do you take when coding to ensure accurate coding?	1 2 3 4 5	
9	How do you stay current with coding system changes and updates?	1 2 3 4 5	
10	Are you familiar with medical billing databases, such as Medicare or Medicaid?	1 2 3 4 5	
11	Tell me when you encountered an unknown code and how did you proceed?	1 2 3 4 5	

OVERALL ASSESSMENT

CRITERIA	SCORE (1-5)	NOTES
Educational Background Appropriate qualifications or training for the position.	1 2 3 4 5	
Prior Work Experience Skills or qualifications acquired through past work.	1 2 3 4 5	
Qualifications / Experience The technical skills the position actually needs.	1 2 3 4 5	
Problem Solving Abilities Demonstrated critical problem-solving.	1 2 3 4 5	
Communication Team building and communication skills.	1 2 3 4 5	
Organizational Fit Would this hire steer the organization the right way?	1 2 3 4 5	

CRITERIA

SCORE (1-5) NOTES

Directional Fit

A step forward, or backward, in their career?

1 2 3 4 5

RECOMMENDATION

☐ Advance ☐ Hold ☐ Decline

1 = well below the bar · 3 = meets it · 5 = clearly above it

AvaHR — hiring software for teams without a recruiter
Use the same scorecard for every candidate in this role.