



JOB DESCRIPTION

Job Title: Medical Coder
Department: Administration
Reports To: Amanda Jackson
FLSA Status: Non-exempt

Position Summary: Under general supervision, reviews, analyzes and assures the final diagnoses and procedures as stated by the practicing providers are valid and complete. Accurately codes office procedures for providers to ensure proper reimbursement. Provides education to providers to ensure proper completion of Electronic Health Records and proper assignment of ICD-10-CDM, HCPCS and CPT codes.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Audits records to ensure proper submission of services prior to billing on pre-determined selected charges.

- Analyzes provider documentation to assure the appropriate Evaluation & Management (E&M) levels are assigned using the correct CPT codes and modifiers.
- Supplies correct /ICD-10-CM diagnosis codes on all diagnoses provided.
- Supplies correct HCPCS code on all procedures and services performed
- Supplies correct CPT code on all procedures and services performed
- Contacts providers to train and update them with correct coding information
- Attends in-services as required to remain current on coding issues
- Audits medical records to ensure proper coding completed and to ensure compliance with federal and state regulatory bodies
- Accurately follows coding guidelines and legal requirements to ensure compliance with federal and state regulatory bodies
- Maintains compliance standards in accordance with the Compliance policies and the Code of Conduct, reports compliance problems appropriately.
- Determines the final diagnoses and procedures stated by the providers are valid and complete.
- Performs a comprehensive review of the record to assure the presence of all component parts such as: patient and record identification, signatures and dates where required, and all other necessary data in the presence of all reports which appear to be indicated by the nature of the treatment rendered.

- Evaluates the record for documentation consistency and adequacy. Ensures that the final diagnosis accurately reflects the care and treatment rendered. Reviews the records for compliance with established reimbursement and special screening criteria.

Competencies: To perform the job successfully, an individual should demonstrate the following.

Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

Adaptability - Demonstrates persistence and overcomes obstacles. Measures self against standard of excellence. Recognizes and acts on opportunities. Sets and achieves challenging goals. Takes calculated risks to accomplish goals.

Communications - Exhibits good listening and comprehension. Expresses ideas and thoughts in written form. Expresses ideas and thoughts verbally. Keeps others adequately informed. Selects and uses appropriate communication methods.

Continuous Learning - Assesses own strengths and weaknesses. Pursues training and development opportunities by attending in-house seminars and external continuing education opportunities. Seeks feedback to improve performance. Shares expertise with others. Strives to continuously build knowledge and skills.

Customer Service - Displays courtesy and sensitivity. Manages difficult or emotional customer situations. Meets commitments.

Problem Solving - Develops alternative solutions. Gathers and analyzes information skillfully. Identifies problems in a timely manner. Resolves problems in early stages. Works well in group problem solving situations.

Teamwork - Balances team and individual responsibilities. Contributes to building a positive team spirit. Exhibits objectivity and openness to others' views. Gives and welcomes feedback. Puts success of team above own interests.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Associate's degree in related field along with a minimum of 2 years medical coding and office experience and CPC Certificate required.

Language Ability:

Ability to read, analyze and interpret business, professional, technical or governmental documents. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from managers, customers and the public.

Mathematical Ability:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

Knowledge and experience with Microsoft Word, Excel and Outlook.

Certificates and Licenses:

CCS or CCA certification required.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment. Exposure to moderate levels of noise in a moderately paced environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk and sit. The employee must occasionally lift and/or move up to 25 pounds.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.