
FEATHER RIVER TRIBAL HEALTH

POSITION DESCRIPTION

JOB TITLE: CERTIFIED MEDICAL CODER

Grade: 6

Reports to: Billing Supervisor

Department: Fiscal/Billing

Classification: Non-Exempt

Supervises: None

POSITION SUMMARY:

Analyze, abstract and interpret clinical documentation contained in the patient health records and use that information to accurately assign and sequence ICD-9/ICD-10-CM, CPT and HCPCS codes for reimbursement. The coding function also ensures compliance with established coding guidelines, third party reimbursement policies, regulations and accreditation guidelines.

ESSENTIAL FUNCTIONS:

1. Demonstrated ability to code/abstract patient health information documentation with 95.5% accuracy rate.
2. Demonstrated ability to maintain FRTH coding productivity standards.
3. Review patient records for timeliness, completeness, accuracy, and appropriateness of health data including checking ICD-10/CPT codes prior to release of visit to Billing.
4. Abstracts all necessary information and assigns codes which most accurately describe each documented diagnosis, therapy or procedure according to established guidelines.
5. Determines the final diagnoses and procedures stated by the physician or other health care providers are valid and complete.
6. Analyzes provider documentation to assure the appropriate Evaluation & Management (E & M) levels are assigned using the correct CPT code.
7. Communicate with providers regarding deficiencies found on visit records and ensure deficiencies are corrected.
8. Enter information received from outside sources on selected labs, radiology, exams, etc into the RPMS/EHR data system.

ADDITIONAL RESPONSIBILITIES:

1. Keeps up-to-date with current literature and outside/agency requirements.
2. Serves on agency committees, workgroups, and other bodies as assigned.
3. The incumbent is expected to enroll in continuing education courses to maintain certification.
4. Performs other assigned duties as necessary within the realm of the Health Information Department.
5. Learn and implement electronic health information functions as they continue to evolve.
6. Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

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:

1. Ability to establish and maintain effective working relationships; coordinate activities among departments within the organization and groups outside the organization.
2. Ability to maintain a professional attitude and appearance at all times.
3. Ability to meet deadlines and assigned projects in a timely, efficient manner.
4. Demonstrate awareness, sensitivity, and appreciation of Indian culture, traditions, customs, and socioeconomic needs.
5. Ability to be prompt and efficient with minimal absences.
6. Ability to respond effectively to the most sensitive inquiries or complaints.
7. Knowledge of medical records systems.

8. Good organizational and administrative abilities.
9. Must be able to follow instructions and work independently.
10. Ability to set standards of performance and act as role model for staff as supervisor.
11. Ability to learn, interpret and apply policies and procedures.
12. Knowledge and proficiency in use of computers and various software programs.
13. Ability to write and express ideas and thoughts clearly and concisely.
14. Knowledge of Health Insurance Portability and Accountability Act (HIPAA) and its applications to health records.
15. Knowledge of accreditation standards and accrediting process.
16. Knowledge of the guidelines and requirements for administration of the Contract Health Service Program.
17. Ability to portray a professional appearance.
18. Ability to arrive at work promptly and attend work on a regular basis.
19. Human relations skills to deal effectively with patients, clients, visitors and staff in person or on the telephone.

ADVANCED KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of medical terminology, abbreviations, techniques and procedures.
2. Anatomy and physiology; major disease processes; pharmacology; and the metric system to identify specific clinical findings, to support existing diagnoses, or substantiate listing additional diagnoses in the medical record.
3. Advance knowledge of medical codes involving selections of most accurate and description code using the ICD-9-CM, Volumes 1- 2, CPT, HCPCS coding conventions.
4. Skill in correlating generalized observations/symptoms (vital signs, lab results, medications, etc.) to a stated diagnosis to assign the correct ICD-9-CM code.
5. Extensive knowledge of official coding conventions and rules established by the American Medical Association (AMA), and the Center for Medicare and Medicaid Services (CMS) for assignment of diagnostic and procedural codes.

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent.
2. Two (2) years of coding experience using ICD-9-CM or equivalent.
3. CCS, CCS-P or CPC certification is required.
4. Knowledge of medical terminology.
5. Knowledge of HIPAA guidelines, federal and state laws governing protected health information (PHI).
6. Must have knowledge of computer and office procedures/equipment.

COMPLEXITY OF DUTIES:

Because information in the health record is the basis for reimbursement, coding entries must be complete and accurate. The amount of reimbursement depends on the correct coding of diagnoses and procedures and appropriate DRG/APC assignment. Work has considerable impact on the accreditation status of the organization, quality of patient care, reliability of research data, compliance and the maximization of Third-Party reimbursement. Medical coding responsibilities are highly complex, varied, require planning and demand the use of problem solving skills and analysis of circumstances to develop appropriate actions.

1. Maintaining a high level of concentration and focus is imperative.
2. Significant level of organization.
3. Ability to work efficiently.

PHYSICAL REQUIREMENTS:

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 disability to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms, stoop, kneel or crouch; and talk and hear within normal range. The employee is frequently required to stand, walk, sit, climb, or balance and use taste and smell senses. The employee must regularly be able to lift and/or move up to 25 pounds. Specific vision abilities required by

this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. This position is physically and emotionally challenging. There is a high degree of stress. Ability to deal with time constraints and emotional stress and exposure to body fluids and viruses are also essential functions of this job.

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.

While performing the duties of this job, the employee is regularly exposed to odors and airborne particles. The noise level in the work environment is usually moderate.

Reasonable accommodations will be given to qualified disabled applicants pursuant to Section 501 of the Rehabilitation Act of 1973, 29 U. S. Code 791, Title 29, and the Americans with Disabilities Act (ADA).

Reviewed Job Description:

Employee Printed Name: _____

Employee: _____

Date: _____

Supervisor: _____

Date: _____

Executive Director: _____

Date: _____
