JOB DESCRIPTION

TITLE: Certified Coder
DEPARTMENT: HIMS
REPORTS TO: HIMS Director
FLSA: Non-Exempt

SUMMARY OF JOB:
Assign ICD-10 CM, CPT-4 codes to observation, day surgery, and other outpatient accounts according to CMS official coding guidelines.

RESPONSIBILITIES:
Colorado West Healthcare System expects job performance to be consistent with its mission and believes that each Employee contributes to improve performance by continuously searching for ways to increase efficiencies and enhance fiscal performance and viability.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
(The following statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. Community Hospital reserves the right to modify or change the duties or essential functions of this job at any time. All responsibilities may not be performed by all incumbents.)

1. Within five days of assignment and maintaining a 91% overall coding assignment and a 95% DGR/APC assignment, completes coding of patient charts.
   a. Assign ICD-10 CM, CPT-4, and HCPCS codes according to regulating guidelines.
   b. Access and follow, as appropriate, coding regulations through the 3-M software.
   c. Maintain CE credits as outlined in department procedure; i.e. attending hospital sponsored in-services and workshops and reading articles about coding and the Prospective Payment System.
   d. Answer coding questions from other departments and outside calls from physicians’ offices.
   e. Communicate with physicians when there are ambiguous statements or lack of documentation, i.e. “query”, including pathologists and radiologists.
   f. Work together with Clinical Documentation Specialist to clarify documentation on in patient and observation charts.
   g. Abide by the coding Code of Ethics.

2. Maintaining department standards, thoroughly review all chart documentation prior to assigning codes.
   a. Report transcription errors to Lead Transcriptionists as found while reviewing chart for coding.
   b. Verify through chart documentation and/or confirm with case management regarding the discharge status of the patient.
   c. Assist with coding reviews as appropriate.
d. Assist with training of new coders and/or provide assistance to co-workers when required and consult HRIS Manager for data quality decisions.
e. Compile and send statistical report to the Colorado Hospital Association on a monthly basis.
f. Complete the charging process for Emergency Room and Observation patients as appropriate.

**WHEN ASSIGNED TO PRN CODER:**

Responsible for all essential job functions.

Responsible to provide a schedule of dates for which he/she is not available to work at least four (4) weeks in advance of the need for time off.

When requested or required, employee will work at the assigned hospital/physician practice site as scheduled.

Responsible to provide proof of credentials/certifications annually (or otherwise required).

Coding work will be assigned as long as there is work to provide. This will be updated on a daily basis.

Responsible to accurately record time worked and responsible for maintaining an accurate timesheet. Any errors or changes must be reported to the Coding & Document Improvement Manager no later than the next business day.

3. Any other duties as assigned.

**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 and/or EXPERIENCE:**

High school diploma or equivalent and certification in one of the following organizations is required: AHIMA, AAPC (RHIT, RHIA, CCS, CCS-P, CPC, or CPC-H). Prefer CCS certification with minimum one (1) year coding experience. Knowledge of ICD-10 and CPT coding. Day surgery coding experience a plus. Knowledge of Official Coding Guidelines required.

**CERTIFICATES/LICENSES:**

Certification in one of the following: AHIMA, AAPC (RHIT, RHIA, CCS, CCS-P, CPC, or CPC-H)

Certification in ICD-10 CM/PCS.

**SPECIAL SKILLS**

Knowledgeable in the application of coding regulations. Excellent computer skills, 10 key by touch, filing and typing proficiency. Familiarity with CPT-4 and ICD-10 coding.

**LANGUAGE SKILLS:**

Must be able to speak, read and write English. Ability to read and interpret documents such as physician
orders, medical charts, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to supervisors, patients, patient’s family and other employees of organization. Able to work in a team-oriented environment.

MATHEMATICAL SKILLS:
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

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.

INTERPERSONAL SKILLS:
Demonstrates exceptional customer service skills using the “Whatever It Takes” philosophy; builds relationships and proactively respects others. Requires adaptability with regular interpersonal contact.

DECISION MAKING ABILITY:
Work limited by standards and procedures. Adapts to recurring operational situations using formal and informal channels. Unusual situations are reviewed with a manager.

ANALYTICAL ABILITY:
Apply basic business or technical principles to routine and moderately complex problems. Concentrates and pays close attention to detail.

COMPUTER SKILLS:
To perform this job successfully, an individual should be computer-literate and have working knowledge of Microsoft Office applications.

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 regularly required to sit; have manual dexterity; handle or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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 occasionally exposed to moving mechanical parts, risk of electrical shock, exposure to infectious diseases, and transmission of airborne disease. The noise level in the work environment is usually moderate.

**GENERAL COMPLIANCE REQUIREMENTS FOR ALL EMPLOYEES:**
Attends annual compliance and privacy training.
Responsible for complying with all federal, state and local rules and regulations.
Must comply with the Code of Conduct Guide.
Reports any observation of fraud, waste, abuse, and/or privacy violations to HR or CCO.
Reports any conflict of interest or relationship immediately.

**HIPAA:**
Ensures and adheres to strict confidentiality when handling patient information, according to the HIPAA Privacy Act and hospital policy and procedure regarding confidentiality. Complies with all hospital information security practices.
Has knowledge of and adheres to all compliance regulations, policies and procedures.

**Final Section** I understand that my employment is for an indefinite period of time and that his facility can change wages, benefits, and conditions of employment at any time.

___________________________________________________   ________ _________________
Employee Name & Signature Date

___________________________________________________   _________________________
Supervisor Name & Signature Date