

Date: November 20, 2020

Department: Quality & Risk

Job Description: Certified Medical Coder

Reporting to: Program Manager, Quality & Risk

FT/PT: Full-Time

Overview:

This position is responsible for conducting medical record reviews of the coding and documentation of diagnoses, medical procedures and patient encounters. Working closely with claims processing staff to ensure compliance with policies and third-party payer coding guidelines. Monitor and communicate additions and/or revisions to coding and documentation rules and regulations.

Qualifications:

- Medical Coding or Medical Auditing: 3 years' experience preferred
- Thorough knowledge of CMS' coding and documentation guidelines
- Proficient at reviewing ICD-10, HCPCS and modifiers following coding guidelines
- Assign codes to diagnoses and procedures, using ICD (International Classification of Diseases) and CPT (Current Procedural Terminology) codes
- Ensure accuracy of codes, sequenced correctly in compliance with AAPC regulations
- Research ICD code inaccuracies for possible deletions to supported health plans
- Follow up with provider for clarity on any unclear documentation. Educate as appropriate
- Search for information in cases where the coding is complex or unusual
- Receive and review patient charts and documents for accuracy
- RADV provider validation
- Assist in development of system-wide coding and billing policies.
- Prepare reports as required, relative to review activities.
- Strong interpersonal skills and sound professional judgment
- Ability to work independently & in organized manner
- Ability to multi-task
- Strong knowledge of MS Excel
- Perform other duties as requested

Education/Certification(s):

- Certified Professional Coder - CPC (AAPC)
- 3-5 years' experience in a healthcare related field. IPA or Managed Care experience preferred

We offer a competitive compensation package, benefits package and a pleasant work environment. Our current benefit package includes, employer provided health insurance (medical, dental and vision), 401K, Life Insurance, Flexible Spending Account (medical and daycare), vacation, sick and holidays.