**POSITION:** Coder (non-exempt)

**DEPARTMENT:** Medical Records

**Position Purpose**

Under general supervision, reviews, analyzes and assures the final diagnoses and procedures as stated by the practicing providers are valid and complete. Accurately codes hospital procedures for the facility to ensure proper reimbursement. Provides education to the providers to ensure proper completion of Health Records and proper assignment of ICD-9-CDM and ICD-10-CDM, HCPCS and CPT codes.

**Position Responsibilities**

* Must demonstrate the ability to communicate effectively with all members of the health care team, public visitors, associates and patients.
* Able to work independently, be flexible, self-motivated and work well with others.
* Works closely with Coding Supervisor and aids with all coding and billing tasks.
* Establishes and maintains a good working knowledge of hospital information system and coding software.
* Helps out around the office on down time.
* Regularly codes routine cases and takes on all coding duties when full time coder is absent.
* Aids in the closing process every month.
* Covers as needed with any needed billing office function.
* Handles confidential information/issues with professionalism.
* Assist with Insurance and Billing questions from patients and or staff.
* Assist with special projects for the department.

**POSITION REQUIREMENTS**

**Education:** High School Diploma or equivalent, minimum 4 year’s experience in a medical facility, must have proven coding experience or Bachelors Degree of Science and registered Health Information Associates preferred

**Licenses and/or Certification:** none required

**WORKING RELATIONSHIPS**

**Position reports to:** Director of Medical Records

**Interpersonal Relationships:** As a representative of Park Place Surgical Hospital, all comments, attitudes and behavior have a direct effect on the facility’s image and perceptions of quality service. Interaction with patients, families, physicians, co-workers, vendors, etc. must be in a manner that is friendly, supportive, courteous, respectful, cooperative and professional. The behavior should promote an atmosphere of teamwork, which is congruent with facility standards and guidelines to promote positive relations. In order to prevent fraud and abuse of Federal and/or State statues, all duties and actions will be performed within the organizational Corporate Compliance Plan and the Code of Ethics.

**Physical Demands:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Percentage of Work Time** | **1-33%** | **34-66%** | **67-100%** |
| Standing/Walking |  | \* |  |
| Sitting |  |  | \* |
| Twisting | \* |  |  |
| Lifting/Carrying | \* |  |  |
| Pushing/Pulling | \* |  |  |
| Climbing (ascending/descending) | \* |  |  |
| Bending/Stooping | \* |  |  |
| Using arm muscles frequently or for extended periods | \* |  |  |
| Using leg muscles frequently or for extended periods | \* |  |  |
| Using back muscles frequently or for extended periods | \* |  |  |
|  |  |  |  |
| **Lifting Requirements** | **1-33%** | **34-66%** | **67-100%** |
| 2-10 pounds | \* |  |  |
| 11-20 pounds | \* |  |  |
| 21-30 pounds | \* |  |  |
| 31-40 pounds | \* |  |  |
| 41-50 pounds | \* |  |  |
| 51 pounds or more | \* |  |  |

* Bending, pushing, pulling, and lifting equipment of various weights and sizes.
* Walking and standing most of the time.
* Frequently required to lift and /or move up to 25 pounds.
* Occasionally required to loft and /or move up to 50 pounds of department supplies and equipment.
* Occasionally may need to move supplies or equipment over 75 pounds.
* One must exhibit critical thinking skills, communication skills and complex decision making skills.
* One may be subject to unpleasant odor and sights and may require the wearing of Personal Protective Equipment (PPE) as some tasks involve exposure to blood, body fluids or tissues.
* Good speech, hearing and sight (including visual acuity and color perception) and sense of smell are essential.

Disclaimer: While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (example- emergencies, staffing changes, etc.)

Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_