

NORTHEAST MONTANA HEALTH SERVICES
JOB DESCRIPTION
HEALTH INFORMATION MANAGEMENT CODING SPECIALIST

NAME: _____

ACCOUNTABLE TO: **DIRECTOR OF HEALTH INFORMATION MANAGEMENT**

PURPOSE OF YOUR JOB POSITION

The primary purpose of your job position is to apply the appropriate diagnostic and procedural codes to individual patient health information for data retrieval, analysis, and claims processing.

Every effort has been made to make this as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical job assignment to the position.

WORKING CONDITIONS

1. Works in a well lighted, ventilated office area.
2. Is subject to sitting, standing, and bending intermittently throughout the day.
3. Is subject to frequent interruptions.
4. Is subject to hostile, emotionally upset patients, residents, family members, personnel, visitors, etc.
5. Is subject to infectious diseases and hazardous waste.
6. Is willing to work beyond normal working hours, weekends, and holidays when necessary.
7. Attends as appropriate educational offerings.
8. Must be willing to travel between campuses of NEMHS.

ESSENTIAL JOB FUNCTIONS

1. Must be a High School Graduate or equivalent and must be a certified coder through an approved organization.
2. Must be able to speak and comprehend the English Language.
3. Must be able to cope with the emotional stress of the position.

4. Must be able to see, hear or use prosthetic devices that will enable this sense to function adequately to assure that the requirements of this position can be fully met.
5. Must function independently, have flexibility, personal integrity, and the ability to work effectively with patients, family, co-workers, and provider.
6. Must have comprehensive knowledge of medical terminology and its application or be willing to complete either on-site or off-site instruction.
7. Preferable to type 45 words/minute.
8. General knowledge of office equipment.
9. Must display the ability to maintain absolute confidentiality at all times.

MAJOR JOB DUTIES

1. Must be able to work flexible hours.
2. Must be able to cope with the mental and emotional stress of the position.
3. Must be able to see and hear or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.
4. Must function independently, have flexibility, personal integrity, and the ability to work effectively with patients, family members, providers and co-workers.
5. Must be in good general health and demonstrate emotional stability.
6. Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and at times hostile people within the facility.
7. Must display ability to maintain absolute confidentiality at all times.
8. Must be able to work without direct supervision.

MAJOR JOB RESPONSIBILITIES

1. Responsible for assigning ICD-10-CM/diagnostic/operation codes, HCPCs and CPT coding of outpatient records.
 - a. Knowledge of medical terminology, ability to recognize and define abbreviations.
 - b. Has comprehensive knowledge of diagnostic coding of diseases and operations using ICD-10-CM and CPT coding.
 - c. Demonstrates competency in the use of 3-M coding system.

- d. Continuously evaluates the quality of clinical documentation to spot incomplete or inconsistent documentation for outpatient encounters that impact the code selection and resulting APC groups and payment. Brings identified concerns to department manager for resolution.
 - e. Monitors outpatient unbilled accounts report for outstanding and/or uncoded outpatient encounters to reduce accounts receivable days for outpatients.
 - f. Queries physicians when code assignments are not straightforward or documentation in the record is inadequate ambiguous or unclear for coding purposes.
 - g. Keeps abreast of coding guidelines and reimbursement reporting requirements. Brings identified concerns to department manager for resolution.
 - h. Abides by the Standards of Ethical Coding as set forth by the American Health Information Management Association and adheres to official coding guidelines.
2. Knowledge of chronological order of discharged patient charts and quantitative analysis and evaluation of discharged charts.
 3. Responsible to have knowledge of retrieval of filed, scanned and electronic reports.
 4. Responsible for having knowledge of office machines.
 - a. Mechanical ability to operate computer, word processor, typewriter, dictating equipment, copy machine, fax machine.
 - b. Ascertains that all equipment is in proper working condition.
 - c. Ability to use, edit, and proofread with visual display terminal or other equipment/resources.
 5. Responsible for professional and courteous interactions.
 - a. Ability to communicate adequately and get along with others with whom contact is made within their work. This includes but is not limited to: all providers, general staff, department managers, general public, patients, residents, and public agencies.
 - b. Must maintain complete confidentiality at all times with information seen or heard at NEMHS.
 - c. Must handle all telephone communications politely and courteously.
 - d. Observe the rules for phone privileges.

6. Miscellaneous.
 - a. Responsible for telling supervisor of need to order office supplies.
 - b. Attends general staff meetings, departmental in-service meetings, and facility wide in-services.
 - c. Suggest changes that would increase efficiency or improve quality of care.
 - d. Responsible for maintaining the car seat rental program. (Site specific, Wolf Point)
 - e. Assist Director in additional job duties as needed.
7. Responsible for abiding by all policies of Northeast Montana Health Care Services.
 - a. All Medical Records Policies and Procedures
 - b. All OSHA Policies
 - c. All Employee Health Policies
 - d. All Personnel Policies
 - e. All Cooperate Compliance Policies
 - f. All HIPAA Policies
 - g. All Hazcom/Blood Borne Pathogens Policies

I have read the job description and hereby agree to perform the above duties and responsibilities to the best of my ability.

Supervisor

Date

Employee

Date