****

**Job Description**

**Coding Specialist II**

First and foremost: We recognize communication as our most vital tool. Every employee should focus on communicating across the system to ensure we are functioning as a team. This will require active communication with patients, team members in your department as well as other departments, managers, and physicians. You are encouraged and expected to look for ways to use communication to solve challenges and enhance the patient experience.

**Summary:**

**Essential Functions:**

Provide excellent customer service to internal and external customers through prompt response and courteous communication within 24 hours of the request.

Review the daily unbilled report for charges and assess clinical documentation to accurately assign CPT®, ICD-9-CM, and HCPCS Level II codes for office visits in the NextGen system. Maintain unbilled reports at no greater than 72 hours post date of service unless otherwise noted.

Access operative reports via POSC, Centura, and GRSC systems to complete CPT®, ICD-9-CM, and HPCPS Level II coding for surgical procedures in the NextGen system. Maintain surgeries at no greater than 24 hours post date of service unless otherwise noted.

Access hospital records using the Centura and POSC systems to abstract charges for trauma and inpatient services (rounding) for entry into the NextGen system. Maintain hospital/trauma charges at no greater than one month post date of service unless otherwise noted.

Monitor the Coder’s Mailbox to address questions from medical staff based on coding assignments within 24 hours.

Complete NextGen tasking received within 24-48 hours.

Update surgery tracker/NextGen EHR for surgical quote tasks within 24 hours.

Review Navicure to address coding related claim edits and make needed corrections in Navicure and/or NextGen systems on a daily basis.

Complete Skilled Nursing Facility (SNF) billing to comply with Medicare consolidated billing requirements within 48 hours of receipt.

Participate in weekly coding training and team meetings.

Maintain 95% accuracy rate in coding in 2 of 3 audits.

Prepare educational information to present at weekly coding team meetings.

Assist in drafting/developing coding policies and procedures/job aids.

Promote compliance with POSC’s compliance program by attending required compliance training and reporting any perceived or actual compliance concerns to the POSC Compliance Officer and/or Compliance Committee.

Perform other duties as assigned.

**Other Functions:**

May attend meetings with physicians

May develop/present information to physicians/clinical staff

**Education:** High School Diploma or equivalent

**Experience:**  Minimum 5 years experience in a physician practice performing coding activities. Must include surgical coding experience. Orthopedic coding experience preferred.

**Skills:**  Must hold CPC or CCS-P Certification. Additional specialty certifications desired (CPMA, COSC, CEMC)

**Supervision Received: General**

**Positions Supervised: None**

**Ability to Release Money, Securities, and /or Narcotics: No**

**Responsibility for Confidentiality:** Employee will sign confidentiality agreement which clearly states all patient information is strictly confidential and is protected by federal and state laws and regulations that prohibit the unauthorized use and/or disclosure of patient information. Employee agrees to comply with POSC confidentiality policies and that this obligation remains in full force during the entire term of employment and continues in effect after such employment terminates.

# PHYSICIAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS

**JOB TITLE: Coding Specialist II**

N=Not part of job requirement; S=Seldom; O=Occasionally; F=Frequently; C=Constantly

**Physical Requirements:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1. Strength** | **N**  | **S** | **O** | **F** | **C** |
| Able to push/pull objects less than 20 lbs. |  |  |  | X |  |
| Able to push/pull more than 20 lbs. |  |  | X |  |  |
| Able to push/pull more than 50 lbs. |  |  | X |  |  |
| Able to push/pull more than 100 lbs with assistance only |  | X |  |  |  |
| **2. Manual Dexterity** | N | **S** | **O** | **F** | **C** |
| Able to perform simple motor skills such as standing, walking, etc |  |  |  | X |  |
| Able to perform simple manipulative skills such as sweeping, walking, writing collating, etc. |  |  |  |  | X |
| Able to perform moderately difficult manipulative skill such as positioning patients, typing, etc |  |  |  |  | X |
| Able to perform difficult manipulative skills such as calibration of equipment, injections, etc |  |  | X |  |  |
| **3. COORDINATION** | **N** | **S** | **O** | **F** | **C** |
| Able to perform gross body coordination, such as walking, stooping, filing, etc |  |  |  |  | X |
| Able to perform tasks which require hand-eye coordination such as keyboard skill, IM injection, running power tools, etc |  |  |  |  | X |
| Able to perform tasks which require arm-hand steadiness such as taking B/P’s, calibration of tools and equipment, etc |  |  | X |  |  |
| **4. Mobility** | **N** | **S** | **O** | **F** | **C** |
| Able to walk |  |  |  | X |  |
| Able to stand |  |  |  | X |  |
| Able to sit for prolonged periods |  |  |  |  | X |
| Able to stand for prolonged periods |  |  | X |  |  |
| Able to remain in uncomfortable positions for long periods such as bending over tables, etc |  | X |  |  |  |
| **5. Visual Discrimination** | **N** | **S** | **O** | **F** | **C** |
| Able to see objects far away as in driving |  | X |  |  |  |
| Able to see objects closely as in reading equipment or patient assessment |  |  |  |  | X |
| Able to discriminate colors as in microscope slides, colors in electrical wires or warning lights |  |  | X |  |  |
| **6. Hearing** | **N** | **S** | **O** | **F** | **C** |
| Able to hear normal sounds with some background of noise as in answering phone, intercom, etc |  |  |  |  | X |

**Mental Requirements:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1. Concentration** | **N** | **S** | **O** | **F** | **C** |
| Able to concentrate on detail with some interruption |  |  |  |  | X |
| Able to concentrate on detail with constant interruption |  |  |  | X |  |
|  |  |  |  |  |  |
| **2. Attention Span** | **N** | **S** | **O** | **F** | **C** |
| Needs to attend to task/function for 10-45 minutes at a time |  |  |  |  | X |
| Needs to attend to task/function for more than 60 minutes at a time |  |  |  |  | X |
|  |  |  |  |  |  |
| **4. Memory** | N | **S** | **O** | **F** | **C** |
| Able to remember task/assignment for full shift |  |  |  |  | X |
| Able to remember multiple tasks/assignments given to self and others during course of day |  |  |  |  | X |
| Able to remember multiple tasks/assignments given to self and others over long periods of time |  |  |  | X |  |

**Environmental Condition:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1. Condition** | **N** | **S** | **O** | **F** | **C** |
| Exposure to blood, body tissues, or fluids |  | X |  |  |  |
| Exposure to hazardous waste materials other than blood, body tissues or fluids |  | X |  |  |  |
| Exposure to seasonal conditions in outside weather |  | X |  |  |  |
| Exposure to radiation |  | X |  |  |  |
| Exposure to toxins, cytotoxins, or poisonous substances | X |  |  |  |  |
| Exposure to dust |  |  | X |  |  |
| Exposure to other hazardous materials such as chemicals | X |  |  |  |  |
| Exposure to bodily injuries | X |  |  |  |  |
| Exposure to loud and unpleasant noises |  |  | X |  |  |
| Exposure to high humidity or wetness | X |  |  |  |  |
| Exposure to electrical hazards | X |  |  |  |  |
| Exposure to electro-magnetic radiation as in CRT’s (VDT’s) | X |  |  |  |  |

I have received a copy of this Position Description and I agree to abide by it. I realize that every effort has been made to make this Position Description as complete as possible, however, it in no way states or implies that these are the only duties I will be required to perform. The omission of specific statements of duties does not exclude them from the position or my performance review.

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