



## *Patient Accounts Certified Coder*

### **POSITION SUMMARY**

Under general supervision reviews, analyzes, and assures final diagnoses and procedures stated by the practicing providers are valid and complete for billability. Accurately code office procedures for providers to ensure proper reimbursement. Educate providers to ensure correct completion of Electronic Health Records and proper assignment of ICD and CPT codes. Perform chart audits, reviews of process, and statistical gathering for ongoing quality assurance.

### **PRIMARY TASKS AND DUTIES**

- Comply with all legal requirements regarding coding procedures and practices
- Conduct audits and coding reviews to ensure all documentation is accurate and precise
- Assign and sequence all codes for services rendered
- Collaborate with billing department to ensure all bills are satisfied in a timely manner
- Submit statistical data for analysis and research by other departments
- Contact physicians and other health care professionals with questions about treatments or diagnostic tests given to patients regarding coding procedures

### **ESSENTIAL FUNCTIONS/KEY COMPETENCIES**

- Proficiency in professional medical coding with working knowledge of clinical settings.
- Maintain certification and all requirements needed.
- Ensures timely submission of charges.
- Prepare reports and advise clinical staff identifying unbilled charges due to inadequate documentation.
- Identify coding issues and bring to the attention of the appropriate provider.
- Identify education needs for providers based on coding assessments.
- Monitors open encounters and assist providers in closing encounters in a timely manner.
- Maintain information in a confidential manner.
- Crosstrain with other staff on essential business office functions and provide temporary assistance.
- Provide customer service to patients and internal customers when needed.
- Maintain a desk manual with "how to" instructions including print screens that can be utilized to cover responsibilities during vacation or sick leave.
- Perform special projects as assigned by Patient Accounts Manager.
- Participate in continuous learning; stay apprised on updated coding information and changes in coding and/or regulations.
- Act on information and communicate changes as appropriate.
- Maintain professional relationships with providers and staff.

## POSITION REQUIREMENTS

### *Education*

- **Medical coder certification - prior to hire or within 90 days of hire.**
- Excellent 10 key speed and accuracy.
- Superior mathematical skills.
- Commitment to high level of customer service.
- Familiarity with ICD-10 codes and procedures.
- Working knowledge of medical jargon and anatomy.

### *Experience*

- Demonstrated “skilled” experience and expertise in medical coding.
- Significant computer/spreadsheet experience and demonstrated knowledge of PC files and related computer workings required.
- Demonstrated analytical skills and aptitude for problem solving.

- This is a full-time position.
- Compensation is dependent upon qualifications and experience.
- We offer benefits including: 401(k) employer contributions; Life, Medical, Dental and Vision Insurance; HRA, FSA, DCAP; Educational Assistance; Short and Long Term Disability Insurance; paid holidays and earned Paid Time Off.
- To apply send cover letter and resume to [resumes@nohn-pa.org](mailto:resumes@nohn-pa.org)