

UNIVERSITY CLINICAL, EDUCATION & RESEARCH ASSOCIATES

POSITION DESCRIPTION

Position Title: Coding Specialist I - OBGYN

Date Prepared: Revised 7/30/10

Department: Clinical Department

FLSA Status: Temporary Part-time, Non-exempt
.49 FTE

Position Reports To: Revenue Cycle Manager

Potential Occupational Exposure to Bloodborne Pathogens: No

UCERA is a non-profit organization established to further the mission and vision of the John A. Burns School of Medicine at the University of Hawaii. UCERA contributes to the goal of improving the health care status of the citizens of Hawaii and the Pacific by supporting education, research and clinical activities of the school, and by collaborating with hospitals, government agencies and other entities.

POSITION SUMMARY

The Coding Specialist I is responsible for assisting physicians and other providers with E/M coding for inpatient and outpatient medical records; reviewing the medical record and assigning the correct ICD and CPT codes to each data element; and contacting physicians and other providers for clarification of details.

ESSENTIAL JOB DUTIES AND FUNCTIONS

- Reviewing E/M levels, modifiers, appropriateness of diagnosis fifth digits, and linkages.
- Effectively communicates with medical staff and senior coders to resolve questions.
- Retrieves, reviews, and analyzes medical records, charge tags and, other related documents.
- Assists with special billing projects as assigned.
- Assists the Revenue Cycle Manager by monitoring, following up, and reporting to providers on rejected/denied charges.
- Works with medical staff to resolve coding issues and associated problems.
- Maintains strictest confidentiality.
- Complies with all legal requirements and company policies.
- Performs all other duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS

Skills/Knowledge:

- Flexibility to adapt to new ideas and roles as they are developed.
- Ability to organize and prioritize tasks effectively.
- Ability to read, understand and follow oral written instructions.
- Ability to research and resolve problems

- Excellent customer service skills (both internal and external customers)
- Ability to work independently and unsupervised for periods of time.
- Working knowledge of medical billing and collections
- Knowledge of ICD-9 and CPT-4

Education/Training:

- High School diploma or equivalent.
- Certified Professional Coder (CPC) or (CPC-A) certification required.

Experience:

- 6 months entry level medical coding experience
- 6 months prior medical records review experience
- 6 months prior experience working with physicians in a clinical or hospital setting

Other qualifiers:

- Must be able to plan and prioritize work flow and produce an acceptable volume of work accurately.
- Demonstrated ability to function in a highly professional manner, exercising complete confidentiality and discretion at all times.
- Ability to accomplish multiple tasks on time with accuracy and minimal supervision.
- Attention to detail and ability to accurately synthesize lengthy, complex materials.
- Proficient in using MS Word and Excel, with a working knowledge of databases and electronic communications.
- Excellent English grammar and proofreading skills.
- Strong oral and written communication skills.
- Excellent customer service skills with the ability to interact positively and sensitively with staff and the general public.
- Successful experience working as a team member with a multicultural staff and clientele.
- Excellent punctuality and attendance is a must.

DESIRABLE QUALIFICATION REQUIREMENTS

Experience:

- 1-2 years of hands-on experience with medical billing, medical coding or a combination of the two.

JOB CONDITIONS

- Normal working conditions, indoors, air-conditioned.
- Usual hours are Monday-Friday, 8:00 a.m. to 5:00 p.m. Hours may be flexed to accommodate clinic schedules, and duties may require extended hours. Possibility of working remotely on coding tasks and projects.
- Must have excellent written and verbal communication skills. Requires communication with staff, between departments, and with clients and contractors.

EQUIPMENT USED

- Skilled in use of office equipment (i.e., Facsimile, printers, copiers, computers).
- Proficiency with Microsoft Office applications, Windows, Excel and the Internet.
- Electronic Medical Records and Electronic Billing application (EPIC)

MENTAL AND PHYSICAL DEMANDS

- Working with minimal supervision; attention to detail, accuracy and concentration, and ability to maintain calm composure while performing multiple tasks.
- This position occasionally requires lifting items up to 30 pounds, frequent sitting, standing, walking and bending.
- Some driving to meeting sites as necessary.

TERMS OF EMPLOYMENT

Position is located in our Kapiolani Medical Center office and is available immediately. Continued employment subject to terms of employment, job performance and/or continued funding.

Employment is “at will” and can be terminated at any time, either by the employee or UCERA, with or without cause or reason and with or without notice.

INTERESTED APPLICANTS

Qualified applicants are encouraged to email a cover letter, resume, and salary requirements to jobs@ucera.org or fax at 808-536-7315.

UCERA is an Equal Opportunity Employer.