

MASON CITY CLINIC
Job Description

Job Title: Coder II
Department: Coding

FLSA Status: Nonexempt
Employee Group: Non-Management

General Summary:

Under general supervision and according to established procedures, prepares fee tickets by assigning proper service, diagnosis, and procedure codes in order to obtain reimbursable physician charges. Using the computer system, reviews patient information to ensure the accurate completion of fee tickets. Assists Clinic personnel in researching codes, physician fees and other reimbursement issues.

Principal Duties and Responsibilities:

1. Using information from the hospital lists, various physician reports and CPT and ICD-10 coding manuals, prepares fee tickets by assigning service, diagnosis and procedure codes in order to obtain physician reimbursement. Follows guidelines established by various third party payors regarding coding and billing practices.
2. Using the computer systems, reviews patient insurance and transaction information to ensure accuracy of completed fee ticket.
3. Assists Patient Account Representatives, Cashiers, and other Clinic personnel in researching codes, fees and reimbursement issues in order to resolve patient account problems and meet pre-admission requirements.
4. Reviews documentation and enters the appropriate charges, modifiers, diagnosis codes and quantity information and approves ticket for processing.
5. Remains current on 3rd party payor reimbursement issues.
6. Participates in clinic wide physician documentation and coding audits to ensure documentation is consistent with billing. Provides education to providers when opportunities are identified.
7. Actively participates in the process improvement initiatives and seeks to identify and resolve issues through teamwork and collaboration.

Knowledge, Skills and Abilities Required:

1. Knowledge of anatomy, physiology, and medical terminology in order to research, interpret and code hospital procedures at a level normally acquired through the completion of one year medical assistant program or medical coding program.
2. Certified Professional Coder (CPC) certification required.
3. Approximately one to two years' work related experience necessary in order to gain knowledge of medical terminology, coding principles, insurance coverage issues and forms as well as departmental policies and procedures.
4. Interpersonal skills necessary in order to deal effectively with physicians, Clinic personnel, and reimbursement agencies in the resolution of coding problems and to exchange factual information in response to inquiries.
5. Analytical skills necessary in order to research and properly code forms for services provided, to match necessary reports when determining codes, and to identify and resolve incorrect reimbursement coding.
6. Ability to concentrate and pay close attention to detail when verifying accuracy of insurance coding and charge slips, which occupies approximately sixty percent of work time.

Working Conditions:

1. Works in a normal office environment where there are few, if any, physical discomforts due to dust, dirt, noise and the like.

Reporting Relationships:

Reports to the Coding Manager.

Approvals:

CFO

Date

Administrator

Date

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Revised 7/17, 7/19

WORKING CONDITIONS AND PHYSICAL DEMANDS WORKSHEET

Date: 9/2017

Job Title: Coder II

Department: Coding

1. Physical Activities

Activity	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
Balancing	X					
Bending	X					
Climbing	X					
Crawling	X					
Crouching	X					
Kneeling	X					
Reading						X
Sitting						X
Squatting	X					
Standing		X				
Stooping	X					
Walking		X				

2. Lifting and/or Pushing and Pulling

Weight	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
0-10 pounds		X				
10-20 pounds	X					
20-30 pounds	X					
30-60 pounds	X					
Over 60 pounds	X					

3. Carrying and/or Pushing Pulling

Weight	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
0-10 pounds		X				
10-20 pounds	X					
20-30 pounds	X					
30-60 pounds	X					
Over 60 pounds	X					

4. Visual Activity

Level	Yes	No	Comment
Near Vision	X		
Far Vision		X	
Depth Perception		X	
Fine Discriminate Detail		X	
Color Vision		X	
Field of Vision		X	

5. Auditory Activity

Level	Yes	No	Comment
Distinguish Sounds		X	
Distinguish Pitch		X	
Distinguish Tone		X	
Hear Speech	X		

6. Sensory Activity (Touch & Smell)

Level	Yes	No	Comment
Distinguish Hot & Cold		X	
Distinguish Range of Temperature		X	
Distinguish Surfaces		X	
Fine Motor Skills to Grasp		X	
Manual Dexterity	X		Keyboarding & 10-key skills required
Detect Odors		X	
Distinguish Odors		X	

7. Verbal Activity

Level	Yes	No	Comment
Make Sounds		X	
Form Words	X		
Speak Loudly		X	
Speak Softly		X	

8. Mental Activity

Activity	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
Performing detailed tasks (bookkeeping, transcribing, etc.)						X
Subjected to interruptions			X			
Subjected to changing work priorities		X				

9. Hazardous Conditions

Activity	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
Exposure to marked changes in temperature & humidity	X					
Exposure to electrical shock	X					
Exposure to vapor, fumes & gases	X					
Exposure to radiation	X					
Exposure to infectious disease	X					
Driving automotive equip.	X					
Exposure to weather elements	X					