

MEDICAL CODER
Position Description

Department:	Business
Job Code:	
Pay Range:	
Hours/Week:	40 hours
Position Type:	Full-Time

Reports To (Title):	Chief Operations Officer
Classification:	Non - Exempt
Effective Date:	September 1, 2022
Revised Date:	

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Canoncito Band of Navajos Health Center Inc. (CBNHC) are expected to conform to the following:

- Uphold all principles of confidentiality and patient care to the fullest extent.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy and dependable manner with patients, employees and vendors.
- Possess cultural awareness and sensitivity.
- Maintain a current insurable driver’s license.
- Comply with all CBNHC policies and procedures, as well as all applicable laws.

POSITION PURPOSE

The Medical Coder is responsible for reviewing all pertinent patient information and assigning the correct codes for diagnosis, treatment and billing with emphasis on exact coding based on the care performed within an integrated ambulatory care center. The medical coder will ensure the codes are supported with proper clinical documentation for patient care visits which includes both primary and specialty care, laboratory, pharmacy, behavioral health, and dental clinics. The medical coder will participate with the CBNHC healthcare team to ensure quality health care performance standards and ensures complete and timely billing of claims for reimbursement.

ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES

- Assign codes to diagnoses and procedures, using ICD (International Classification of Diseases), CPT (Current Procedural Terminology), HCPCS (Health Care Procedural Coding System), and CDT (Code on Dental Procedures and Nomenclature) codes.
- Follow up with the provider on any documentation that is insufficient or unclear.
- Communicate with other clinical staff regarding documentation.
- Search for information in cases where the coding is complex or unusual.
- Receive and review patient charts and documents for accuracy.
- Review the previous day's batch of patient notes for evaluation and coding.
- Ensure that all codes are current and active.
- Works with professional and non-professional staff for timely record review and ensuring accuracy of medical documentation and sequencing to ensure codes are accurate and sequenced correctly in accordance with government and insurance regulations.
- Works with internal billing staff to ensure timely and complete billing of claims and encounters and will assist in resolving errors
- Maintains medical records both electronically and hard copies and maintains productivity and chart metrics
- Participates with the CBNHC provider and management team in process improvement initiatives to improve the quality of care for the patients and the CBN community.
- Collaborates with management staff for process improvement, project work, etc.
- Performs compliance audits regarding billing, procedural and diagnostic coding to ensure documentation is accurate and timely.
- Performs other duties as assigned.

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MINIMUM MANDATORY QUALIFICATIONS

Experience

- Three (3) years of Medical Record Coding.

Education

- Associate's Degree in Medical Coding or successful completion of a certification program required (CPC, CPC-P, or CCS).
- CPT, ICD-10, HCPCS and CDT certified.

Mandatory Knowledge, Skills, Abilities and Other Qualifications

- Must be able to carry out the essential duties, functions and responsibilities as detailed.
- Excellent knowledge of healthcare setting.
- Demonstrated experience in CPT, ICD-10, HCPCS and CDT codes and procedures.
- Ability to review clinical statements and assign standard codes using CPT, ICD-10, HCPCS and CDT classification systems.
- Strong knowledge of anatomy, physiology and medical terminology required.
- A team player with excellent communication and interpersonal skills.
- Excellent typing and 10-key speed and accuracy.
- Proficient in Electronic Health Record required.
- Ability to communicate clearly and effectively with patients and other external parties in a courteous and friendly manner at all times.
- Must be detail-oriented and highly organized.
- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations.
- Knowledge of Microsoft Office and computer use.
- Clean background check and clean drug screen.
- Ability to perform other duties as assigned.

PREFERRED QUALIFICATIONS

- Bachelor's Degree
- Bilingual skills in English and the Navajo language.
- Prefer five (5) years' experience.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Taking and hearing are essential to communicate with patients, vendors and staff.

Mental Demands

There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.



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OTHER

- All employees must uphold all principles of confidentiality, HIPAA and patients care to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to this position. Employees will be asked to perform other duties as needed.

APPLICATION INSTRUCTIONS

- Read instructions prior to completing application form; incomplete applications will not be considered.
- Submit an application, resume and letter of interest to one of the following methods:
 1. E-mail to Humanresources@cbnhc.org
 2. Mail to Canoncito Band of Navajos Health Center Inc., ATTN: Human Resources, P.O. Box 3338, To'Hajiilee, NM 87026
 3. Deliver to the CBNHC Human Resources Office, 129 Medicine Horse Dr., To'Hajiilee, NM 87026

Canoncito Band of Navajos Health Center Inc. is a Navajo Preference Employer. As required by the Navajo Preference in Employment Act, preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants consistent with the Indian Self-Determination Act Indian preference provision.