

## I. POSITION SUMMARY:

### Primary Purpose

This section provides a brief description of the position.

The ED/OP Coding Specialist must accurately code and abstract diagnoses and procedures occurring during the patient's episode of care, in a timely manner, in order for the facility to receive proper reimbursement.

Position Reports to: Coding Compliance Manager

## II. EDUCATION AND EXPERIENCE REQUIRED FOR POSITION:

### Education:

This section identifies both the **required** and **preferred** level of education for the position.

**Required**--The level required to meet the **minimum** qualifications of the position.

**Preferred**--The ideal level one would seek in recruiting candidates for this position.

<u>Education</u>	<u>Required</u>	<u>Preferred</u>
High School diploma or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Junior College/Technical School	<input type="checkbox"/>	<input type="checkbox"/>
Bachelor's degree	X	<input type="checkbox"/>
Master's degree	<input type="checkbox"/>	X
Ph.D.	<input type="checkbox"/>	<input type="checkbox"/>
MD	<input type="checkbox"/>	<input type="checkbox"/>

### Certification/Registration

This section identifies both the **required** and **preferred** specialized type of licensure, registration, or certification for the position.

**Required**--The level legally required by the applicable state law to meet the minimum qualifications of the position.

**Preferred**--The ideal level one would seek in recruiting candidates for this position.

<u>Certification/Registration</u>	<u>Required</u>	<u>Preferred</u>
RHIT, CCS, CIC, and/or COC	X	<input type="checkbox"/>
RHIT, CCS	<input type="checkbox"/>	X
	<input type="checkbox"/>	<input type="checkbox"/>

### Experience

This section specifies both the **minimum** and **preferred** level of previous position-related experience to perform the duties.

	<u>Minimum</u>	<u>Preferred</u>
No Previous Experience is Required	<input type="checkbox"/>	<input type="checkbox"/>
Up to 1 Year Experience is Required	<input type="checkbox"/>	<input type="checkbox"/>
1 to 2 Years of Position-Related Experience, Must have multi-axial skill sets and able to code more than one record type, i.e. outpatient testing, outpatient surgeries, observations, and/or inpatient	X	<input type="checkbox"/>
2 to 5 Years of Position-Related Experience	<input type="checkbox"/>	X
5+ Years of Position-Related Experience	<input type="checkbox"/>	<input type="checkbox"/>

The **kind** of position-related experience includes:

### **III. PRIMARY CUSTOMERS OF THIS POSITION:**

The ultimate customer is always the patient. However, you provide services to other internal and external customers. Identify those other primary customers to whom you provide service.

Customers for his position would include co-workers, physicians, patient's family members, volunteer's, vendors, outside agencies or organizations that may have contact with the office in addition to patients.

### **VI: JOB SPECIFIC ACCOUNTABILITIES:**

#### **Job Specific Accountabilities:**

- Contributes to the Coding Team efforts.
- Assign accurate diagnosis and procedure codes using ICD-10-CM/PCS to inpatient records.
- Assign diagnosis and procedure codes to ICD-10-CM/PCS and CPT to outpatient surgery records.
- Utilize coding guidelines set up by government agencies dealing with the coding of health information.
- Accurately enter abstract information into the computer on inpatient and outpatient records.
- Participation in educational meetings as directed.
- Participation in committees as needed.
- Maintain a standard of productivity that consistently meets or exceeds 95% productivity.
- Assist the Medical & Dental staff, hospital employees and others in a courteous and helpful manner.
- Maintain patient confidentiality at all times.
- Follow the code of Ethics and the Standards of Ethical Coding developed by the American Health Information Management Association.