



CLINICAL CODING SPECIALIST - CLINIC

DEPARTMENT: HEALTH INFORMATION MANAGEMENT (H. I. M.)

REPORTS TO: HEALTH INFORMATION MANAGER

FLSA STATUS: NON EXEMPT

SUMMARY: The purpose of this position is to apply the appropriate diagnostic and procedural codes to individual patient health information for data retrieval, analysis, and claims processing. The Clinical Coding Specialist – Clinic applies codes for the following areas:

- Clinic Visits
- Professional Fees for Hospital Inpatient, Swing Bed, Respite Care, Observation and ER admissions.
- Professional Fees for Surgical Procedures

QUALIFICATIONS: Minimum of successful completion of a coding certificate program in a program with AHIMA approval status. RHIA, RHIT, CCS, and CCS-P certification status preferred. Coding certification preferred from the American Health Information Management Association. Prefer someone with work experience as a coder or strong training background in coding and reimbursement.

The following additional qualifications are required:

- Ability to maintain and apply working knowledge of ICD-9-CM and CPT-4 coding guidelines.
- Ability to maintain and apply working knowledge of billing regulations for Professional Fee coding
- Ability to respond to change productively and to handle additional tasks/projects as assigned.
- Ability to foster respect for patient privacy by maintaining confidentiality in all phases of work.
- Ability to promote good customer relations through prompt and courteous service.

DUTIES AND RESPONSIBILITIES:

- Abstracts pertinent information from patient records. Assign ICD-9 and CPT-4 codes to the areas noted in the Position Summary.
- Queries physicians and other providers when code assignments are not straightforward or documentation in the record is inadequate, ambiguous, or unclear for coding purposes.
- Keeps abreast of coding guidelines and reimbursement reporting requirements. Brings identified concerns to supervisor for resolution.
- Abides by the Standards of Ethical Coding as set forth by the American Health Information Management Association and adheres to official coding guidelines.

PERFORMANCE STANDARDS: The Clinical Coding Specialist – Clinic applies the appropriate diagnostic and procedural codes to individual patient health information for data retrieval, analysis, and claims processing