



POSITION DESCRIPTION

Position Title	Certified Medical Coder
Department	Business Office
Reports To	Lead Medical Coder

Job Grade	E	Schedule Full Time
Effective Date	12/17/2018	Benefits: Benefitted

Position Summary

The role of a coder is to support the accuracy of data information used in patient medical records and is vital to health care needs today. The coding role also ensures compliance with established correct coding initiatives/guidelines, third party reimbursement policies, regulations, and accreditation guidelines. All duties and responsibilities will be performed in accordance with the Yellowhawk Mission and Vision statements.

Essential Duties:

Comply with all legal requirements regarding coding procedures and practices.

Ensure compliance to all Yellowhawk policies and procedures, as well as, HIPPA compliance.

Ensure all documentation is complete prior to reviewing each encounter for reimbursement.

Assign and sequence all codes for services rendered per CPT Guidelines, National Correct Coding Initiatives and ICD-10-CM Guidelines.

Frequent collaboration with billing department to ensure correct coding per payer requirements are met.

Contact physicians and other health care professionals with questions in a timely manner regarding clarification, missing documentation or further specificity when required.

Work closely with Lead Medical Coder and other coding staff to ensure Yellowhawk coding procedures are followed.

Other Duties:

Other duties as assigned.

Knowledge, Skills and Abilities:

Maintain a high level of professionalism with all Yellowhawk employees and patients.

Must be Team oriented.

Ability to multitask and prioritize provider(s) needs.

Effective communication skills, both verbal and written.

Ability to work independently and collaboratively as a team.

Typical Physical Demands:

Requires prolonged sitting, some bending, stooping and stretching. Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and other office equipment. Requires normal range of hearing and eyesight to record, prepare and communicate appropriate reports.

Typical Working Conditions:

Work performed in an office environment. Involves frequent contact with Providers, staff, and occasionally with patients.

Other Aspects of the Position:

Requires occasional weekend and/or evening work.

May require travel for training and meetings.

Minimum Qualifications:

High school diploma or equivalent required.

3 years of medical billing experience or 2 years of medical coding experience.

Valid coding certification from AAPC/AHIMA approved. If obtained certification was prior to 12/31/2015, must show certification of ICD-10-CM proficiency.

Continuing Education Units as required by Coding Certification.

Must possess a valid driver's license and maintain insurance requirements to operate General Services Administration vehicles.

Must submit to and pass a reference and criminal background check.

Must submit to and pass a pre-employment drug and alcohol screening.

Preferred Qualifications:

Knowledge and/or familiarity of Indian Health Service.

Yellowhawk gives preference to applicants in the following order:

- CTUIR-enrolled Tribal members
- Other federally-recognized tribal members
- Military personnel who have been honorably discharged
- All other applicants

The success of the Yellowhawk Tribal Health Center delivery of health care services, business operations and reputation are built on the principles of our employees' fair and ethical conduct. Our reputation for integrity and excellence requires careful observance of the terms of the Centers contracts with funding agencies, the Personnel Policies and Procedures Manual, and the spirit of all applicable laws and regulations, as well as the adherence of the Yellowhawk employees to the highest standards that govern their professions, conduct, performance and personal integrity.

Approved by:

Date

I acknowledge that I have read and understand the duties and responsibilities of this position description.

Signature

Date

Our Vision: Our Tribal community achieves optimal health through a culture of wellness.

Our Mission: It is our mission to empower our Tribal community with opportunities to learn and experience healthy lifestyles.