



Position Description

Position No.:	HIMMG015	Date Updated:	4/26/2018
Position Title:	Outpatient Coding Specialist-Onsite (NY Area)	Position Level/Type:	Coder – Independent Consultant
Reports to:	Manager, Coding Quality Improvement	No. of Employees:	0

Educational Requirements: Candidate should possess a credential as CCS, CCS-P, COC, or CPC-H. RHIA or RHIT will be considered if experienced in CPT coding.

*****INTERVENTIONAL RADIOLOGY CODING EXPERIENCE REQUIRED*****

Knowledge, Skills and Abilities Required:

- Proficiency in ICD-10 diagnosis/procedure coding and CPT coding.
- Proficiency in modifier assignment.
- Must have a working knowledge of APC's with a minimum of 2 years of coding experience in an acute care hospital setting or ambulatory care facility
- Strong organizational, analytical and problem-solving abilities and techniques required along with excellent communication and interpersonal skills.
- Attention to detail is required.
- Training is on-site. Position will transition to remote.

Job Responsibilities:

1. Perform ICD-10 diagnosis/procedure coding & CPT coding for hospital-based outpatient cases and same day surgery (including Cardiac Catheterizations).
2. Abide by the standards of Ethical Coding as set forth by AHIMA and CMS.
3. Adhere to the AHA Official Coding Guidelines, AMA CPT Guidelines and UHDDS definitions.
4. Perform abstracting and data entry of codes and abstract items as pertinent to the account requirements.
5. Perform charge validation for supplies used in cardiac procedures

6. Query physicians when code assignments are not straight forward or documentation in the record is inadequate, ambiguous or unclear for coding purposes.
7. Keep abreast of coding guidelines and reimbursement reporting requirements and maintain coding credential requirements.
8. Achieve and maintain coding productivity standards for each specific account.
9. Achieve and maintain a 95% coding accuracy rate and a 95% APC accuracy rate.
10. Bring identified concerns to the coding manager for resolution
11. Perform/assist in data quality reviews and audits as necessary and within scope of expertise.
12. Assist in other OP coding related projects as necessary.

Employee Signature

Date

Administrative Approval

Date