

The Assistant Director for Coding is responsible, along with the Associate Director, for supervising the inpatient and outpatient coding staff in Health Information Management to ensure that coding is completed in an accurate and timely manner and that all required information for the NYS DOH, DNV, HCFA, and other regulatory agencies is abstracted. Duties and responsibilities include: Monitors coding activity to insure that coding is completed timely, meeting preset metrics. Monitors coding activity to ensure that coding is compliant with coding guidelines and billing regulations. Assures that appropriate information from the HIM abstracting system is being sent to SPARCS. Develops and maintains accurate, up-to-date policies and procedures for staff and ensures they are updated annually. Assists the Associate Director with policy development and process improvement. Conducts baseline medical record audits for DNV. Evaluates regulatory and non-regulatory requirements and hospital compliance in relation to health information and coding, to include, but may not be limited to, DNV, NYS DOH, HCFA, NCCI, SPARCS, AHA Coding Guidelines, Administrative Policies and Medical Staff Bylaws. Promotes teamwork within the department and UMU. Assures that new staff is adequately trained in UMU coding practices. Monitors computer applications associated with coding and abstracting to insure that information and data bases are synchronized. Coordinates and monitors DRG denials.

Minimum Qualifications

RHIA and 2 or RHIT and 4 years of coding Health Information Management experience, previous supervisory experience, ICD-10-CM experience, knowledge of DRG methodology, excellent analytical skills, and experience with Microsoft Office Suite required. CPT-4 coding experience strongly preferred.

Off site location. No parking fees.