

**COLUMBIA MEMORIAL HOSPITAL
JOB DESCRIPTION**

TITLE: Profee Coder Trainee

DEPARTMENT: HIM

JOB CODE: 381

STATUS: NBU/NON-EXEMPT

DATE: 5/2018

REVISION: 9/14; 1/13; 7/16; 5/18, 5/19

QUALIFICATIONS:

Education: High school diploma, equivalent minimum. AS, or BS preferred

License/Certifications: Required: must hold and maintain a CCS-P, COC, or CPC; if neither of these credentials are held, it is required that one of these credentials be obtained within 2 yrs.

Experience: Knowledge of CPT/ICD-10 coding; previous office skills in a business environment and/or healthcare knowledge with hospital experience; substantial computer skills; familiarity with data analysis and critical thinking skills.

Responsible to: Coding Manager, Director of HIM

Responsible for: None

SUMMARY:

Supports the mission and goals of CMH and the Health Information Management Department by reviewing physician-billing records for adherence to Care Centers guidelines; must learn coding compliance, as required by federal and state coding guidelines and initiatives. Must comply with hospital billing/coding requirements using physician documentation and codes, as appropriate. Must be very familiar with HIPAA regulations related to safeguarding PHI and maintaining patient's confidentiality. Must learn Medical Terminology, Anatomy & Physiology, and gain understanding of Pathophysiology.

DUTIES:

1. Identifies and codes ICD-10-CM diagnoses and CPT procedures from Provider documentation using eClinical Works and Meditech EMRs; add appropriate modifiers when necessary for services rendered during office visits/encounters.

2. Learns to register Provider encounters accurately and completely as directed by Coding Manager for correct Provider billing.
3. Reviews Provider information in RCx Rules and corrects errors where appropriate; enters all billing elements required for charges, including place of service determination while utilizing appropriate policies/procedures.
4. Reviews reports as assigned and provides feedback to Coding Manager to ensure accurate coding and to avoid future delays mistakes in reimbursement.
5. Learns to accurately enter Provider rounding information from Provider submitted "cards" and/or paper documents indicating Provider rounding information for complete and accurate.
6. Verifies Provider submitted E/M codes, diagnoses codes, and CPT codes against written documentation and/or/notes in eClinical Works.
7. Learns coding compliance for E/M, diagnoses, and CPT code assignments; avoids coding unlocked Provider notes; avoids coding from brief operative notes.
8. Works with some supervision on assignments.
9. Maintains confidentiality at all times consistent with HIPAA guidelines.
10. Works additional hours as needed by Profsee Coding Manager
11. Other duties or assignments as designated by management.
12. Adheres to standard safety practices and job, department, and Columbia Memorial Hospital policies and procedures related to safety.
13. Participates in training and development activities in accordance with Columbia Memorial Hospital policies and practices.
14. Displays good guest relations and positive attitude toward all Hospital visitors, patients and vendors, etc.
15. Displays good customer relations and positive attitude toward all hospital employees, visitors, patients, vendors, etc.
16. Performs other duties as needed or directed by Coding Manager.

REQUIREMENTS:

Physical/Visual/Mental Demands:

- requires periods of concentration under conditions of frequent interruptions
- requires independent judgement to perform within the hospital policy and regulatory requirements
- requires sitting for long periods of time
- requires frequent use of PC desktops and telephone

Confidentiality:

- responsible for maintaining confidentiality of patient information (PHI)
- responsible for maintaining confidentiality of materials reproduced
- responsible for shredding patient information by placing in the proper receptacle maintained in the HIM department, including personal, blue "Recycle Bins" and then emptying full bin into department shredding bin as necessary.

WORKING CONDITIONS:

Physical Demands

Does this job require lifting? Yes (X) No ()

Amount of Pounds	Amount of Time Spent				
	None	Up to 25%	26% - 50%	51% - 75%	76% or more
None				X	
Up to 10 lbs.		X			
Up to 25 lbs.	X				
Up to 50 lbs.	X				
Up to 100 lbs.	X				
Up to 150 lbs.	X				
Up to 200 lbs.	X				
Up to 250 lbs.	X				
Over 250 lbs.	X				

Does this job require vision requirements? Yes (X) No ()

Vision Requirements	Needed	Not Needed
Close Vision	X	
Distance Vision	X	
Color Vision	X	
Peripheral Vision	X	
Depth Perception	X	
Ability to Adjust Focus	X	
Other		

Other Physical Demands

Activity	Amount of Time Spent				
	None	Up to 25%	26% - 50%	51% - 75%	76% or more
Stand, Walk			X		
Sitting				X	
Use hand & fingers to feel; Reach with hands & arms; Climb or balance; Grasp					X
Stoop, kneel, crouch or crawl		X			
Push/Pull		X			
Squatting		X			
Twisting	X				
Reaching	X				

Climbing		X			
Running	X				
Talk or hear		X			
Taste or smell	X				
Other	X				

Work Environment

Exposure to the following:

Activity	Amount of Time Spent				
	None	Up to 25%	26% - 50%	51% - 75%	76% or more
Outdoor weather conditions		X			
Extreme cold (non-weather)	X				
Work in high precarious places	X				
Risk of electrical shock	X				
Risk to radiation exposure	X				
Blood borne pathogens	X				
Flammable, explosive gases	X				
Toxic or caustic chemicals	X				
Dust or other irritants		X			
Grease or oils	X				
Infections from disease bearing specimens	X				
Infectious/contagious diseases	X				
Cleaning agents/chemicals	X				
Hot or noisy equipment		X			
Humid or wet conditions (non-weather)	X				
Other	X				

Level of noise in typical work environment

Very Quiet	Quiet	Moderate	Loud	Very Loud
		X		

The above referenced physical requirements is usually required for this position. Occasionally, the physical requirements outlined above may be exceeded depending on certain situations and/or circumstances.

CONFIDENTIALITY:

HIPAA guidelines related to safeguarding patient's Protected Health Information (PHI) must be adhered to by maintaining confidentiality of PHI at all times, with no exceptions.

Employee Signature: _____ Date: _____

Employee's Name (Print) _____