

# Winslow Indian Health Care Center

## Job Vacancy Announcement #WDH-19-15



**POSITION TITLE: Non-Certified Coding Specialist**

**CLOSING DATE: 03/15/2019**

### **Position Summary:**

Under general supervision of the Revenue Cycle Manager, the Non-Certified Coding Specialist is responsible for coding for all diagnoses and procedures for all WIHCC clinic settings. Upholds the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

### **Essential Duties & Responsibilities:**

- Maintains regular attendance and punctuality.
- Assigns appropriate medical codes to all diagnoses or services.
- Assigns and sequences ICD-10/CPT/HCPCS codes to diagnoses or procedures for documented information.
- Abstracts information, which most accurately describe each diagnoses or procedures based on guidelines.
- Recognizes, pronounces, and identifies the medical terminology used.
- Routes incomplete charts/documentation, deficiencies to appropriate provider with an explanation of deficiencies. (paper, electronic and hybrid records).
- Analyzes and retrieves data for research, diagnostic, and/or teaching purposes.
- Maintains strict confidential policies complying with HIPAA and WIHCC policies due to the sensitive nature of patient information.
- Maintains current training of new and updated codes per coding guidelines.
- Reviews and completes Coding Que and error reports.
- Enquires and obtains additional information from providers and staff to accurately code services rendered
- Compiles and reports productivity reports on a weekly basis for reporting measures
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Adheres to WIHCCs Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

### **Minimum Qualifications:**

High school diploma or GED. Three to five years progressive experience coding in outpatient setting and coding certification. AAPC or AHIMA (CPC, COC or CCS-P) coding certification must be must obtained within one year of hire. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

### **Knowledge, Skills, Ability:**

- Knowledge of standards of medical records for meeting accrediting agency requirements.
- Knowledge of Medical Terminology and Anatomy & Physiology.
- Knowledge of ICD-10, CPT, and HCPCS
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.

- Ability to analyze and retrieve data for research, diagnostic, and/or teaching purposes.
- Ability to abstract code from patient encounter forms, PCC's or EHR.
- Ability to maintain and adhere to confidentiality of medical information and guidelines in accordance with the Privacy Act, HIPAA, HITECH, AAAHC, EMTALA and OSHA rules and regulations.
- Ability to be dependable in attendance and job performance.
- Ability to meet attendance, overtime (if necessary), and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to communicate effectively both verbally and in writing.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.

**Physical Demands:**

While performing the duties of this job, the employee regularly is required to sit; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

**Work Environment:**

Work is performed in an office setting or outdoor work environment with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

**As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.**