

MASON CITY CLINIC
Job Description

Job Title: Coder I
Department: Coding

FLSA Status: Nonexempt
Employee Group: Non Management

General Summary:

Under general supervision and according to established procedures, reviews and completes various fee tickets in which a procedure is identified in order to obtain reimbursable physician charges. In addition, periodically audits completed fee tickets in order to ensure accuracy of CPT and ICD10 coding by physicians and support staff. Using the computer system, reviews patient information to ensure the accurate completion of the office encounter.

Principal Duties and Responsibilities:

1. Assigns current CPT and ICD codes to various fee tickets in which a procedure is identified. Follows guidelines established by various third party payers regarding coding and billing practices.
2. Reviews patient insurance and transaction information for accuracy prior to fee ticket completion.
3. Requests supporting documentation, when necessary, in order to accurately complete procedural fee tickets.
4. Assists Patient Account Representatives, Cashiers, and other Clinic personnel in researching codes, fees and reimbursement issues in order to resolve patient account problems.
5. According to established procedures, periodically audits physician/support staff coding practices for accuracy of CPT and ICD coding, by reviewing dictation.
6. Completes fee ticket with all necessary information for processing of patient insurance claims and submits to data entry in a timely manner.
7. Remains current on 3rd party payor reimbursement issues.
8. Participates in clinic wide physician medical record audits to ensure documentation is consistent with billing.
9. Actively participates in the process improvement initiatives and seeks to identify and resolve issues through teamwork and collaboration.

Knowledge, Skills and Abilities Required:

1. Knowledge of basic anatomy, physiology and medical terminology in order to research, interpret and code office procedures at a level normally acquired through completion of a one year Medical Assistant program.
2. Approximately six to twelve months work related experience in order to gain knowledge of medical terminology, coding principles, insurance coverage issues as well as departmental policies and procedures.

3. Interpersonal skills necessary in order to deal effectively with physicians and clinic personnel in the resolution of coding problems and to exchange factual information in response to inquiries.
4. Analytical skills necessary in order to research and properly code office procedure services, to match necessary reports when determining codes and to identify and resolve incorrect coding.
5. Ability to concentrate and pay close attention to detail for approximately eighty percent of work time when verifying accuracy of coding office fee tickets.

Working Conditions:

1. Works in a normal office environment where there are minimal discomforts due to dust, dirt, noise and the like.

Reporting Relationships:

Reports to CFO

Approvals:

CFO

Date

Administrator

Date

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Revised 9/96
Revised 1/2015
Revised 7/2017

WORKING CONDITIONS AND PHYSICAL DEMANDS WORKSHEET

Date: 1/2015

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Department: Coding

1. Physical Activities

Activity	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
Balancing	X					
Bending	X					
Climbing	X					
Crawling	X					
Crouching	X					
Kneeling	X					
Reading						X
Sitting						X
Squatting	X					
Standing		X				
Stooping	X					
Walking		X				

2. Lifting and/or Pushing and Pulling

Weight	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
0-10 pounds		X				
10-20 pounds	X					
20-30 pounds	X					
30-60 pounds	X					
Over 60 pounds	X					

3. Carrying and/or Pushing Pulling

Weight	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
0-10 pounds		X				
10-20 pounds	X					
20-30 pounds	X					
30-60 pounds	X					
Over 60 pounds	X					

4. Visual Activity

Level	Yes	No	Comment
Near Vision	X		
Far Vision		X	
Depth Perception		X	
Fine Discriminate Detail		X	
Color Vision		X	
Field of Vision		X	

5. Auditory Activity

Level	Yes	No	Comment
Distinguish Sounds		X	
Distinguish Pitch		X	
Distinguish Tone		X	
Hear Speech	X		

6. Sensory Activity (Touch & Smell)

Level	Yes	No	Comment
Distinguish Hot & Cold		X	
Distinguish Range of Temperature		X	
Distinguish Surfaces		X	
Fine Motor Skills to Grasp		X	
Manual Dexterity	X		Keyboarding & 10-key skills required
Detect Odors		X	
Distinguish Odors		X	

7. Verbal Activity

Level	Yes	No	Comment
Make Sounds		X	
Form Words	X		
Speak Loudly		X	
Speak Softly		X	

8. Mental Activity

Activity	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
Performing detailed tasks (bookkeeping, transcribing, etc.)						X
Subjected to interruptions			X			
Subjected to changing work priorities		X				

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9. Hazardous Conditions

Activity	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
Exposure to marked changes in temperature & humidity	X					
Exposure to electrical shock	X					
Exposure to vapor, fumes & gases	X					
Exposure to radiation	X					
Exposure to infectious disease	X					
Driving automotive equip.	X					
Exposure to weather elements	X					