



Lakeview Clinic, Ltd. Job Description

Position Title: Medical Coder

Reports to: Director of Operations

Job Status: Full-Time

FLSA Status: Non-Exempt, Hourly (40 hours per week, 80 hours per pay period, overtime when approved)

Location: Waconia, MN

Positions Supervised: None

Overview: The Medical Coder position at Lakeview Clinic is responsible for the initial claims submission to medical payers, and ensuring accuracy of the claim and billable services through the review of the patients' medical record. They will perform medical records audits and translate the information provided in the record to billable CPT/HCPCS codes supported and medically justified by ICD-10 codes that insurers utilize to adjudicate medical claims. Duties include confirming treatments and procedures with providing staff members, identifying missing information to support medical justification of a claim and submissions of claims and other information to insurance for claims processing.

Essential Functions: In order to accomplish this job successfully, an individual must be able to perform each essential function of the position to a satisfactory degree. Responsibilities of the Medical Coder have been outlined below.

Responsibilities:

- Accounts for coding and abstracting of patient encounters, including diagnostic and procedural information, significant reportable elements, and complications.
- Researches and analyzes data needs for reimbursement.
- Analyzes medical records and identifies documentation deficiencies. Makes corrections and explains to providers why the correction had been made to the patients' claims.
- Serves as resource and subject matter expert to other staff.
- Reviews and verifies documentation supports diagnoses, procedures and treatment results.
- Identifies diagnostic and procedural information.
- Audits clinical documentation and coded data to validate documentation supports services rendered for reimbursement and reporting purposes.
- Assigns codes for reimbursements, research and compliance with regulatory requirements utilizing guidelines.
- Follows coding conventions. Serves as coding consultant to care providers.
- Identifies discrepancies, potential quality of care, and billing issues.
- Researches, analyzes, recommends, and facilitates plan of action to correct discrepancies and prevent future coding errors.
- Identifies reportable elements, complications, and other procedures.
- Assists lead or supervisor in orienting, training, and mentoring staff.
- Provides ongoing training to staff as needed.

- Handles special projects as requested.

Competencies:

- Effective written and verbal communication skills.
- Interpersonal communication skills
- Ability to establish priorities, work independently, and proceed with objectives without supervision.
- Ability to handle and resolve recurring problems.
- CPT/HCPCS and ICD-10 Knowledge base.
- Detail-oriented
- Confidentiality-Maintain patient, staff and employee confidentiality. Comply with all HIPAA regulations.
- Customer Service-Friendly, cheerful and helpful to patient and others. Ability to meet patients and others needs while following Lakeview policies and procedures.
- Detail Oriented-Ability to pay attention to details of a procedure or task.
- Flexibility-Ability to adapt easily to changing conditions and work responsibilities.
- Positivity-Display a positive attitude and is a positive agent for change.
- Teamwork-Work as a part of a team and collaborate with co-workers.
- Working under pressure-Ability to complete assigned tasks under stressful situations.

Education and Experience:

- Associates degree in HIM, HIT, Medical Coding or other that supports medical administrative operations.
- Minimum of 1-3 years experience in medical billing and coding, CPT, HCPCS and ICD-10 Coding.
- Medical Coding certification from an accredited institution.
- Experience working in Allscripts Touchworks and Practice Management systems preferred.

Work Environment:

- Environmentally controlled Business Office within a multi-specialty medical practice.
- Occasionally high pressure or emergent situations in a fast-paced environment.
- May wear Personal Protective Equipment (PPE) such as gloves and mask
- Frequent interaction with a diverse population including team members, providers, patients and other members of the public.

Physical Demands:

- Frequent sitting, standing, walking, reaching, bending, stooping, lifting up to 25lbs., carrying and speaking.
- Lifting, carrying, pushing and pulling up to 50 pounds, with assistance if needed.
- Frequent use of computer, keyboard, phone, copy and fax machines.

By signing below, I understand the responsibilities and expectations that have been outlined in the job description for the position. I acknowledge the information outlined above that directly pertains to the position.

Employee Name:	Supervisor Name:
Title:	Title:
Signature:	Signature:
Date:	Date: