

Elbowoods Memorial Health Center



Human Resources Department
1058 College Drive
New Town, ND 58763
(P): 701-627-4750
(F): 701-627-2809

OPEN: 00/00/00
CLOSE: 00/00/00

POSITION DESCRIPTION

POSITION: CODER II
RESPONSIBLE TO: HIM SUPERVISOR
SALARY: \$DOE
CLASSIFICATION: NON-MANAGEMENT, REGULAR, FULL-TIME
LOCATION: EMHC/FIELD CLINICS

EXEMPT: __
NON-EXEMPT : X

POSITION SUMMARY: POSITION INCLUDES BUT IS NOT LIMITED TO THE FOLLOWING

This position is responsible to Elbowoods Memorial Health Center, HIM Supervisor. This position serves primarily as the Coder II for EMHC and four field clinic locations. This position is located in the Health Information Management Department within the secured Business Office Area of the Elbowoods Memorial Health Center, New Town, ND.

The Coder II will serve as the primary educator and trainer for new and current coding staff. This will require the Coder II to be a highly experienced professional with proficient knowledge of the current ICD-10, CPT, and HCPCS code sets. The Coder II will serve as a back-up to the HIM Director on other administrative duties such as HIPAA Training, orientation training, payroll, creation and review of departmental policies and procedures, and other admin duties as needed. The coder will conduct routine monitoring of coding staff to ensure the Code of Ethics is upheld as well as ensuring work is being completed in a timely manner. The Coder II will handle the processing of claim denials due to coding issues and run routine reports among many other duties not directly listed.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Responsible for Coding for ambulatory care clinic visits as well as telephonic patient encounters
2. Must be available to fill in for other coders to assist in completion of workload as needed
3. Required to present and train in front of group settings
4. Keep an organized and clutter free work space/environment
5. Assist HIM Director with training new coding staff
6. Assist HIM Director with continuing training needs of current coding staff
7. Assists HIM Director with conducting HIPAA training of new staff, orientation training, and general staff meetings
8. Assists HIM Director with payroll as needed

9. Assists HIM Director with creation and review of current policies and procedures as it pertains to coding specifically
10. Adheres to HIPAA laws and regulations
11. Works closely with all departments of EMHC and Field clinics with an emphasis on providers and nurses
12. Performs internal audits on coders to ensure accuracy and quality of work on a regular basis
13. Performs quarterly documentation audits on documenting clinical staff and provide feedback and direction regarding deficiencies
14. Reviews the quarterly audit results with the specified staff
15. Works closely with the facility CAC to improve templates, documentation, and pick lists
16. Assists HIM Director with tracking and monitoring deficiencies within the medical record
17. Responsible for assisting with claim denials due to coding issues
18. Ensures coding error reports are completed on a regular basis
19. Assists the HIM Director in monitoring the coding queue
20. Provides reports to HIM Director as requested
21. Other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Must have full comprehensive knowledge of HIM departmental laws, regulations, and processes
2. Must be current with coding education requirements, guidelines, regulations, and changes
3. Basic computer skills and proficiency. (MS, ADOBE, EXCEL)
4. Ability to maintain patient confidentiality and knowledgeable of HIPAA.
5. Strong written and oral skills. Able to conduct self in a professional manner at all times.
6. Answer phone and make calls in a highly professional manner.
7. Must wear professional clothing to work. No sweats or open toed shoes.
8. Strong Organizational Skills including up-keeping desk daily.
9. Self-motivated, self-directed, ability to work independently in the absence of supervision.
10. Highly responsible and highly dependable to show up for scheduled work shifts on time.
11. Must be able to operate standard office equipment.
12. Cognitive knowledge, skills, and abilities related to the position.
13. Attention to detail. Team player attitude. Exhibits positivity and willingness to work.

QUALIFICATIONS, EXPERIENCE, EDUCATION:

- Must have a minimum of a high school diploma or GED. Must submit copy of degree or transcripts with application. **REQUIRED.**
- Must be a certified coder either by AAPC or AHIMA for 2 consecutive years **REQUIRED.**

- Must have at least 3 years' experience (preferably 5 years) relevant to the duties and responsibilities. **REQUIRED.**
- An Associate's degree of an RHIT or RHIA program. **PREFERRED.**
- Must submit to and clear a Criminal Records Background Check. **REQUIRED.**
- Must submit to an Alcohol/Drug Screen and random testing per policy. **REQUIRED.**
- Will need to have an acceptable motor vehicle record. A copy of a valid driver's license in good standing and must supply a driver's license abstract from the North Dakota Department of Motor Vehicle. **REQUIRED.**
- CPR/First Aid certified. **PREFERRED.**
- Computer knowledge and proficiency. **REQUIRED.**
- Previous clinical experience. **REQUIRED.**
- An up to date Resume'. **PREFERRED.**
- Medical Terminology course taken. **REQUIRED.**
- Familiarity with MHA Nation culture, values, and traditions. **HELPFUL.**
- Indian Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*
- Veterans Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*

WORKING CONDITIONS:

- REMOTE WORK with occasional scheduled onsite work.
- Provide verification HIPAA Compliant work space.
- Work is performed in an office environment with varying conditions of noise level, temperature, and illumination.
- Work situations may be stressful due to time constraints and which may require irregular work hours.
- Working later hours or weekends may be required.
- Work is performed inside with exposure to unpredictable crisis situations.
- Occasionally lifts up to 50 pounds of material.
- Requires eye-hand coordination and manual dexterity sufficient to operate keyboard, computer and other office equipment.
- Potential exposure to blood and other hazardous material, communicable diseases, and other conditions common in a health care environment.
- Extensive walking is required since interaction between all disciplines within the health care operations and management is required.
- Adversely, prolonged sitting is required.
- Travel may be required to accomplish facility goals.

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR THREE AFFILIATED TRIBES HEALTH CARE CENTER POSITIONS.

Currently there are no housing units available or relocation assistance.

APPLICATION PROCEDURE

Submit a Three Affiliated Tribes Health Care Center; ***Application for employment*** with all requirements and supporting documentation to:

**Elbowoods Memorial Health Center
ATTN: Administrative Officer and/or Human Resources Dept.
1058 College Drive
New Town, ND 58763-0400**

Please Note: If requirements are not met, i.e. submissions of a resume in lieu of a Three Affiliated Tribes Health Care Center application, or not including a required certification or document, your application will not be reviewed and will be disqualified.

Indian Preference Will Apply: In accordance with Three Affiliated Tribes Health Care Center policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Indian Preference”.

Veterans Preference Will Apply: In accordance with Three Affiliated Tribes Health Care Center policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Veteran Preference”.
Applications will not be returned.