



## Elbowoods Memorial Health Center

1058 College Drive  
New Town, ND 58763-4400  
(701) 627-4750  
Fax Number: (701) 627-2809

EXEMPT \_\_\_\_\_  
NON-EXEMPT X

### POSITION DESCRIPTION

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

**POSITION SUMMARY:** (position includes but is not limited to the following):

- 1) Position serves primarily as the Coder II for the Elbowoods Memorial Health Center and 4 field locations.
  - a) **Job Summary (position includes, but is not limited to the following):**
    - i) Assigns and sequences ICD-10-CM/CPT/HCPCS codes to diagnoses and procedures for documented information. Assures the final diagnoses and operative procedures as stated by the physician are valid and complete. Abstracts all necessary information from health records to identify secondary complications and co-morbid conditions.
    - ii) Quantitative analysis – Performs a comprehensive review for the record to assure the presence of all component parts such as: patient and record identification, signatures and dates where required, and other necessary data in the presence of all reports which appear to be indicated by the nature of the treatment rendered.
    - iii) Qualitative analysis – Evaluates the record for documentation consistency and adequacy. Ensures that the final diagnosis accurately reflects the care and treatment rendered. Reviews the records for compliance with established third-party reimbursement agencies and special screening criteria.
- 2) Represents EMHC in a highly professional manner.
- 3) Establishes positive communications with all departments of EMHC to assure stable operations.
- 4) Demonstrates respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation.
- 5) Maintain required reporting as assigned.
- 6) Participates in EMHC staff meetings, assigned committees, community events, and other meetings as instructed or deemed necessary.

- 7) Actively strives to educate the community on the mission, vision and values of EMHC in a positive approach to assist in the growth of the organization and assist our community in its healthcare needs.
- 8) Adheres to the Mission, Vision, and Values of the Elbowoods Memorial Health Centers.

### **PHYSICAL DEMANDS/WORK ENVIRONMENT**

The work requires regular and recurrent standing to perform tasks, walking between the different sections of the facilities, and reaching and bending to obtain supplies and operate systems. Occasionally lifts up to 50 pounds. Position may require driving between clinics in all weather conditions.

### **QUALIFICATIONS, EXPERIENCE, EDUCATION**

- High School diploma, **REQUIRED**.
- Must be a certified coder either by AAPC or AHIMA for 2 consecutive years **REQUIRED**.
- Minimum 3 years' experience (preferably 5 years) in a medical coding setting using ICD-10-CM or equivalency, **REQUIRED**. ICD-10-CM Certified, CCS, CCS-P, or CPC certification **PREFERRED**.
- An Associate's degree of an RHIT or RHIA program. **PREFERRED**.
- Ability to work independently in the absence of supervision.
- Must be responsible, dependable, and able to maintain confidentiality of information.
- 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**.
- Must submit and pass a Criminal Records Background Check. **REQUIRED**
- Must submit and pass an Alcohol/Drug Screen and random testing as per policy. **REQUIRED**
- 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.**
- Work is performed in an office environment with varying conditions of noise level, temperature, and illumination.
- Occasionally lifts up to 25 pounds of material.
- Requires eye-hand coordination and manual dexterity sufficient to operate keyboard, computer and other office equipment.
- Work situations may be stressful and require irregular hours.
- Potential exposure to blood and other hazardous material, communicable diseases, and other conditions common in a health care environment.
- Work is performed inside and outside the property with exposure to inclement weather and unpredictable crisis situations.
- Shift work may be required.
- Extensive walking is required since interaction between all disciplines within the health care operations and management 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.