



Elbowoods Memorial Health Center

1251 Elbowoods Loop
New Town, ND 58763-4400
(701) 627-4750
Fax: (701) 627-2809

EXEMPT _____
NON-EXEMPT x _____

POSITION DESCRIPTION

POSITION:	Lead Coder
REPORTS TO:	Compliance Officer
DEPARTMENT:	HIM Department
SALARY:	\$29.48 – 40.00 DOQ/DOE
CLASSIFICATION:	Management/Supervisor Regular, Full-time
TELEWORK ELIGIBLE:	Yes, as determined by policy
DUTY STATION:	Elbowoods Memorial Health Center New Town, North Dakota

POSITION SUMMARY:

This position reports directly to the Compliance Officer. This position is a remote position and will oversee all remote coders activities including assignments and productivity. The Lead Coder works with the Compliance Officer with oversight of daily coding operations and workflow evaluations. This position will create and review reports, assist Coder II's with training activities and perform research on coding issues.

ESSENTIAL DUTIES:

- Maintains productivity reports for department.
- Creates medical record charts as needed
- Researches and tracks records that need deactivated on a regular basis.
- Identifies need, creates, and provides regular training.
- Attends Med Staff meetings, as necessary, to provide training to Medical Staff.
- Works with providers in completing deficiencies.
- Maintains documentation of mandatory training.
- Resolves complex coding issues.
- Updates and maintains coding Policies and Procedures.
- Ensures all coding is complete in accordance with EMHC policies.
- Identifies discrepancies, potential quality of care, and billing issues.
- Audits clinical documentation and coded data to validate documentation supports services rendered for reimbursement and reporting purposes.
- 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.

- Assists in retrieving medical records for physician completion, when necessary.
- Works closely with all departments of EMHC and Field Clinics.
- Performs quarterly performance improvement activities through chart review etc.
- Represents EMHC in a highly professional matter;
- Demonstrates respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation;
- Participates in EMHC staff meetings, assigned committees, community events, and other meetings as instructed or deemed necessary;
- 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;
- Adheres to and abides the policies and procedures of the MHA Nation and of the Elbowoods Memorial Health Center;
- Adheres to the Mission, Vision and Values of the Elbowoods Memorial Health Center; and
- Attend training as required.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:

- The requirement for supervision of others does exist.

QUALIFICATIONS, EXPERIENCE, EDUCATION:

- An Associate's degree of an RHIT or RHIA program. **PREFERRED.**
- Must be a certified coder either by AAPC or AHIMA for 2 consecutive years **REQUIRED.** CCS, CCS-P, or CPC certification
- Minimum 3 years' experience (preferably 5 years) in a medical coding setting using ICD-10-CM or equivalency, **REQUIRED.**
- 2 years related supervisory experience, **REQUIRED** Must have a (Required education)
- Medical Terminology course taken. **REQUIRED**
- Cognitive knowledge, skills, abilities as related to the position;
- Computer literate and basic proficiency with Microsoft Office and other database software. ie. RPMS/EHR;
- Knowledge of principles and practices of the organization;
- Operate standard office equipment;
- Familiarity with MHA Nation culture, values, and traditions;
- Must be punctual, reliable, dependable, and able to maintain confidentiality;
- Must have a valid driver's license and an acceptable motor vehicle record from the North Dakota Department of Motor Vehicle;
- Must submit to a Criminal Records Background Check;
- Must submit to an Alcohol/Drug Screen and random testing as per policy.

WORKING CONDITIONS:

- Work is performed in an office environment with varying conditions of noise level, temperature, and illumination.
- 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 with exposure to 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 organizational goals.
- Telework is a privilege not a right. Management can revoke the telework option at any time which will require the work to be performed onsite.
- Telework travel reimbursement is reviewed on a case-by-case basis only.

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job:
 - the employee is regularly required to stand; walk; use hands to handle or feel; reach with hands and arms; and talk or hear.
 - The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl.
 - The employee must regularly lift and/or move up to 25 pounds.
 - Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
 - Must be alert, oriented, ability to perform with accuracy and be self-conscious of surroundings at all times.

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.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

**PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD
SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE
AGENCY ENROLLED.**

All interested persons must submit the following information:

Job Application (found on MHA Website)

Copies of:

- ✓ Diplomas/Certificates and Transcripts;
- ✓ 2 Forms of ID: (1 Driver License and/or State Issued ID) and 1 Other; and
- ✓ Indian or Veteran Preference documents (If applicable).

Submit all necessary information to the following addresses:

Three Affiliated Tribes/MHA Nation
Human Resource Department
404 Frontage Road
New Town, ND 58763
Ph# 701-627-4781
Fax# 701-627-2960
Email: recruitment@mhanation.com