



# FHCCGLA

*Family Health Care Centers of Greater Los Angeles, Inc.*

## **JOB DESCRIPTION**

**JOB TITLE:** Medical Coder

**DEPARTMENT:** Billing

**REPORTS TO:** Billing Supervisor

### **SUMMARY:**

The Medical Coder ensures that coding compliance initiatives are met for our client. Reviews and analyzes medical records and abstracted data submitted by the client's coding staff to determine the accuracy of payment, code assignment, and adequacy of clinical documentation in accordance with regulatory requirements.

### **RESPONSIBILITIES:**

- A.) Ability to successfully perform coding quality reviews to validate correct coding, following the client's Corporate Coding Compliance Plan and Quality Review guidelines.
- B.) Provide feedback to coding staff on audit results.
- C.) Provide training on areas where coding compliance is not met.
- D.) Maintain ongoing communication with management, coding staff and clients to ensure target coding compliance goals are met.
- E.) Perform QA reports.
- F.) Claims edit resolution.
- G.) Other duties as assigned

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION:**

- A.) Baccalaureate degree in health information management or similar Associate degree in health information management or similar.
- B.) RHIT, RHIA and/or CCS required.
- C.) AHIMA ICD-10-CM/PCS a plus.
- D.) CPC credential will be considered if candidate is willing to obtain an AHIMA credential within 6 months of hire.

**EXPERIENCE:**

- A.) High level coding expertise in IPPS and OPSS.
- B.) LCD/NCD full understanding of what they are and ability to research.
- C.) Ability to research payor policies
- D.) Experience in charge reviews & quote; knowledge of chargemaster information in order to understand why something may edit out.
- E.) Problem solving skills &quot; not just looking at the coding on an account, but ability to see bigger picture to determine what is wrong.
- F.) Knowledge of EPIC, and computer skills in Microsoft Office products (Word, Excel, PowerPoint, and Access).
- G.) Ability to work independently in a fast-paced role.
- H.) Ability to prioritize, and meet multiple deadlines.
- I.) Strong communication, administrative and organizational skills.
- J.) Ability to multi-task and act effectively under pressure with initiative, tact, and poise.
- K.) Participate in special projects as needed.