

JOB POSTING

Job Title: Coding Coordinator

Salary: DOE

Job Closing Date (mm/dd/yy): 07/04/2016

Company Name: United Medical Solutions

Contact Person: Paula Collaer

Address: 2001 S. Woodruff Ave., Suite 6

City/State: Idaho Falls, Idaho

Phone Number: 208-523-4906

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General Responsibilities:

Responsibilities include assisting the Director of Compliance with development, maintenance, improvements, and ensuring staff adherence to quality coding processes as outlined in the company's policies, procedures and protocols.

Coding

- Serve as subject-matter expert on accurate and appropriate coding, documentation standards, guidelines, and regulatory requirements (including researching coding guidelines for all client specialties);
- Is the resource for staff on day-to-day questions on any aspect of coding in order to help identify errors and correct them efficiently, and resolve patient account problems properly and efficiently;
- Perform advanced ICD-10 and CPT coding for multi-specialties, including evaluation and management, procedures and surgeries, and provide guidance to coding staff;
- Communicate with providers when clarification or completion of medical records is needed to complete the coding process;
- Independently and continually expands understanding of medical coding guidelines, medical terminology, coding principals and functions through independent study and/or continuing education courses, and use of coding software;
- Assists the Director of Compliance with coding programs;
- Notifies the Director of Compliance if client information protocols provided to UMS change from that originally provided to UMS;
- Recognize the ever-changing nature of industry-wide and carrier-specific requirements and keeps current on changes and how they affect UMS Clients;
- Immediately reports any possible billing compliance issues to the Director of Compliance;
- Ensures accuracy, consistency and efficiency in relation to code assignment for reimbursement and reporting purposes;
- Completes other duties as assigned.

Staff Coordinating and Scheduling

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- Control and distribute daily charges for coding and confirms adherence to schedule and pending charges for timely processing;
- Monitor department workflow and perform coding per assigned schedule; work with the Director of Compliance to adjust department schedules to ensure coding is completed as scheduled;
- Work in conjunction with all departments to ensure appropriate reimbursement for codes assigned, unclean claims resolution and to resolve patient account problems quickly;
- Urgently communicate training, schedule, client or coding issues to management that are not able to be resolved through the normal processes. This ensures the availability and continuity of skilled staff to maintain quality standards with regard to employee productivity;
- Trains Coding Specialists and provides educational seminars, makes recommendations for further training of individuals or the department if needed;
- Schedule vacations and planned absences; schedules coverage for both planned and unplanned absences in coordination with the Director of Compliance.

Client Services

- Work directly with Client(s) or their representatives regarding coding and payer policy (NCD/LCD), and/or unusual questions, to achieve overall client satisfaction. Immediately notify the Vice President of Operations or President of any client questions or issues that cannot be simply resolved through ordinary processes;

Job Qualifications:

Interpersonal

- Demonstrate the ability to communicate with management and coworkers regarding workflow, production schedules, training and other work-related needs;
- Present a professional and friendly attitude toward clients, patients and coworkers at all times;
- Display confidentiality in all aspects of patient, client and company information;
- Display professionalism and respect to third parties, i.e., insurance company representatives, and facility employees understanding the importance of good working relationships with these individuals.

Technical

- Extensive knowledge of Federal, State, Carrier, CPT/ICD coding rules and medical terminology;
- Demonstrate excellent written and verbal communication skills;
- Extensive knowledge of organizational policies and procedures;
- Understanding of organizational goals for productivity, accuracy and efficiency;
- Ability to manage multiple projects and tasks effectively;
- Demonstrate attention to detail and understanding of insurance allowable amounts or contracted rates, and discrepancies between expected and actual payment amounts;
- Demonstrate proficiency in software applications upon completion of the training period;
- Demonstrate an understanding of information required and workflow process. Must be willing to ask questions to ensure this understanding;

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- Demonstrate and communicate knowledge of the requirements of various insurance companies to achieve clean claims processing and minimize the collection cycle;
- Demonstrate competent use of computers, printers, fax machines, copiers, telephone systems, intercoms, pagers and adding machines.

Application Process:

Please visit <https://unitedmedicalsolutionjobs.applicantpool.com/jobs/> and select the job that you would like to apply for. For this instance, click Medical Coding Coordinator and fill out all fields under the “Apply Now” section. For future consideration, please be sure to sign up for United Medical Solutions job alerts!