

Health Information Management Lead Coder #2018-11 (Black Hawk Health Center) The position is located in the Health Information Management Department at the Black Hawk Health Center. The incumbent performs highly technical and specialized functions for the Black Hawk Health Center. The employee reviews the Electronic Health Record (EHR) of patients, analyzes, and verifies diagnostic and procedural codes and medical documentation to meet Medicare, Medicaid and private insurance payment guidelines. The primary function of this position is to perform ICD-10-CM, CPT and HCPCS coding for reimbursement. The coding function is a primary source for data and information used in health care today, promotes provider/patient continuity, and the ability to optimize reimbursement. The coding function also ensures compliance with coding guidelines, third party reimbursement, regulations and accreditation guidelines. This position will also serve as the Designated Person in Charge during the absence of the Health Information Manager. Work is mostly sedentary, writing, some walking, standing, bending and lifting up to 5-10 lbs. Work involves reviewing records in the EHR with visual acuity, finger dexterity used in data entry in EHR and RPMS. Communication skills used in relating discrepancy issues to healthcare providers that document in the EHR. Must have a high school diploma or GED. Has successfully completed a Medical Coding Program and acquired certification. Possessing a CPC (Certified Professional Coder), CPC-P (Certified Professional Coder-Physician), CPC-H (Certified Professional Coder-Hospital), CPC-A (Certified Professional Coder-Associate), CCS (Certified Coding Specialist) or CCS-P (Certified Coding Specialist-Physician), COC (Certified Outpatient Coder) credentials is required. Have one to three years' experience in Coding and PCC data entry. Have clerical, communication skills, knowledge of medical coding guidelines and legal principles. Experience in abstracting medical records, medical terminology, anatomy and physiology.