



A Member of **MEMORIAL'S** Family of Services

## Job Description

**Title of Position:** Part-time Certified Professional Coder  
**Supervisor(s):** Revenue Operations Supervisor and/or Designee  
**Department:** Revenue Operations  
**FLSA Status:** Non-Exempt.  
**Positions Supervised:** None  
**Pay Grade:** Certified/Non-Certified Professional Coder  
**Last Revised:** November 2009

### VISION

We create the healthcare experience of choice...every time.

### POSITION SUMMARY

The Certified/Non-Certified Professional Coder codes and checks the coding of clinic and/or surgical procedures in addition to training staff and physicians on correct coding. He/she also audits the charts to ensure providers are within compliance.

### VALUES

1. Respect: Recognize our differences as strengths affirming each other and valuing each other's contributions.
2. Compassion: Listening, anticipating, being attentive and perspective shifting so others feel cared for and understood.
3. Accountability: Taking responsibility for our actions being trustworthy and demonstrating integrity.
4. Safety: Taking responsibility for myself and others to practice tools to ensure safety for all.
5. Teamwork: Healthcare is best delivered by a team working together, sharing unique talents, perspectives, ideas and efforts to achieve our Vision.
6. Excellence: Implementing best practice, being creative, innovative and flexible, setting and achieving bold goals.

### SPECIFIC DUTIES AND RESPONSIBILITIES

1. Monitors and/or reviews coding and batching.
2. Posts charges in PM System, if applicable.
3. Executes detailed chart audits performed on a quarterly basis in coordination with MPM compliance.
4. Reviews charges of physicians regarding patients when a procedure/office visit is charged.
5. Assists office staff with questions about accounts, referrals, ICD.9 and CPT coding. Reviews charts and applies appropriate CPT Guidelines for global surgeries and use of modifiers.
6. Remains current on checking ICD.9 and CPT manuals for new and revised codes. Determines obsolete or poorly utilized codes.
7. Reviews small balance report; makes and/or post adjustments as necessary.
8. Demonstrates proficiency in assigning accurate codes for diagnoses, procedures, and services.
9. Maintains and regularly updates the clinic fee slip.
10. Processes missing encounter reports in a timely manner.
11. Other duties as assigned.

### QUALIFICATIONS

**Education:** High school graduate or equivalent; Certified Professional Coder certification or equivalent.

**Experience:** Two years coding experience in a clinic setting using Evaluation and Management codes.

**Licenses/Certificates/Registration:** on-going CPC preferred. Current certification with the American Association of Healthcare Management (AAHAM); Current Washington State driver's license, preferred. If a licensed driver, proof of automobile liability insurance coverage required.

**Knowledge/Skills/Abilities Required:** Ability to read, write, and communicate clearly in English; keen organizational skills; ability to prioritize and execute a variety of tasks simultaneously; knowledge of established professional coding processes, procedures, and protocols, as well as keeping current on issues regarding medical compliance.

### ESSENTIAL FUNCTIONS

1. Ability to work at a computer terminal for extended periods of time on a daily basis.
2. Physical requirements for this position include: hearing, seeing, speaking, feeling, reaching, pinching, and repetitive motions.
3. This position requires sitting for long periods of time. Walking and/or standing is required routinely.
4. This position requires exerting up to 40 pounds of force in order to lift, carry, pull, or move objects.

*“Memorial Practice Management provides reasonable accommodations to assist qualified individuals in order to perform the essential duties their job requires. The description is intended to provide only basic guidelines for meeting job requirements and serves as merely a summary rather than a complete listing of duties. Responsibilities, knowledge, skills, abilities, and working conditions may change as needs evolve. This job description does not constitute a contract as employment is at will.”*

**Incumbent’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_