

## JOB VACANCY ANNOUNCEMENT

Opening Date:	November 18, 2016	Closing Date:	Until Filled
Position:	<b><u>Certified Coder</u></b>	Reports to:	Revenue Cycle Director
Salary/Wage:	Grade H; \$30.21-\$32.67	Department:	Revenue Cycle
Hours:	Monday – Friday; 8:00am – 5:00pm	Location:	ASNA/SSMH

### **Brief Summary:**

Assign ICD-10-CM/CPT-4, E&M and HCPCS codes for reimbursement. Must be able to code Emergency Room, Outpatient, Inpatient, Observation, Physical Therapy and Specialty Clinic visits.

### **Qualifications:**

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

### **Education:**

Associates Degree in Health Information Technology or related field preferred

Certified Coding Specialist (CCS) certification and training required

Minimum one-year experience, preferred

### **Desired Knowledge, Skills and Abilities:**

Proficiency in reading handwriting of providers.

Ability to communicate well verbally and in writing with various health care providers.

Good interpersonal skills and ability to work as a team member.

Ability to analyze and evaluate material and solve problems.

Must be self-motivated and detail oriented.

Knowledge of health care delivery systems and the role of the Medical Records Department in ensuring its effectiveness and efficiency.

Knowledge of federal and state laws governing medical records and knowledge of The Joint Commission standards applicable to the department.

Working knowledge of Medical Records practices and procedures.

Ability to work effectively in cross-cultural environment.

Proficient computer skills utilizing RPMS and word processing programs.

Proficient computer skills for data entry.

**Contact: Human Resources Department, Arctic Slope Native Association, Ltd. PO Box 29 \* Barrow, AK 99723 \* 907.852.9204 \* FAX 907.852.6217**

*This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.*

**Arctic Slope Native Association, Ltd.:**

**Exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law**

**Is committed to maintaining a drug free, smoke free workplace**