

## JOB VACANCY ANNOUNCEMENT

Opening Date:	June 9, 2020	Closing Date:	Until Filled
Position:	<b><u>Certified Coder</u></b>	Reports to:	Revenue Cycle Director
Salary/Wage:	Grade 12; \$32.72 - \$36.12/HR DOE	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.

### **Essential Job Functions**

- Assign codes on all diagnoses, procedures, professional service, and supplies with the most accurate and descriptive ICD-10-CM, CPT-4, Evaluation and Management and HCPCS codes for all patient encounters for reimbursement and statistical data collection.
- Use coding resources such as the CPT Assistant, Coding Guidelines, etc. to stay informed of coding changes.
- Provide one on one training with providers about documentation when requested.
- Enter data into RPMS for visits from PCC encounter forms, village forms, and other source documents.
- Work cooperatively with the implementation of Electronic Health Records and maintain operational use and management of the system.
- Responsible for keeping national certifications current.

### **Education & Experience:**

- Associates Degree in Health Information Technology or related field preferred.
- Certified Coding Specialist (CCS) required or
- If applying with an RHIT certification, you must obtain your CCS within six months.
- 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

[applications@arcticslope.org](mailto:applications@arcticslope.org)

*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.*