

NOTICE OF POSITION OPENING

JOB TITLE: Certified Coder and Educator

HOURS M-F: 8:00 AM – 5:00 PM

SUPERVISOR: Director of Billing Services

SALARY Commensurate with Experience

POSITION DUTIES/RESPONSIBILITIES: responsible for assuring the accuracy of diagnosis and procedure coding as documented, to ensure accurate reporting of services for appropriate reimbursement capture and support corporate compliance. Responsible for providing in-service education to providers and medical staff through formal training and quality review of work performed. Responsible for administrative duties related to planning, scheduling and conducting coding audits and maintaining records of providers' audit results for CPT and ICD-10 codes. Document and track results of all coding audits and suggestions for coding and clinical documentation. Research new codes and proposed revenue-generating procedures to assure coding compliance and proper documentation.

REQUIRED EDUCATION, TECHNICAL TRAINING OR EQUIVALENT: Graduate of certified coding program, CPC or CCS-P or combination. At least five (5) years of physician office billing and coding. Experience in E/M coding.

REQUIRED EXPERIENCE OR SKILLS: Excellent written, verbal communication and interpersonal skills, as well as, time management and organizational skills. Self-directed with the ability to work with various stakeholders and teams. Ability to work effectively and efficiently under tight deadlines, high volumes and multiple interruptions. Must have exceptional customer service skills, phone, written, grammar and interpersonal skills. High level of computer skills and expertise.

FULL TIME

Email resumes to: Joycie Pustejovsky at jpustejovsky@wacofhc.org