

**MUNSON HEALTHCARE MANISTEE HOSPITAL
JOB DESCRIPTION**

TITLE: Coder/Abstractor
Job Code: 009401
Work Comp Code: 8810

FLSA: Non-Exempt
Grade: Union 1
Date: 3/94, 7/96, 3/98, 3/01, 4/01,10/02,
2/03, 9/05, 10/07, 7/09, 01/18, 10/18

DEPARTMENT: Coding

GENERAL SUMMARY:

Under general supervision, according to established *policies, procedures and protocols*, codes all disease and operations according to accepted classifications. *Insure compliance with PRO data reporting and other regulatory licensing and accrediting agencies.*

QUALIFICATIONS:

1. High school graduation (or equivalent) and R.H.I.A., R.H.I.T. eligible, or Certified Coding Specialist (CCS).
2. Associates degree in related field with six to twelve months experience in a hospital Medical Records Department or equivalent training through a formal coding education program and demonstrated knowledge of medical terminology, various types of diseases and surgical procedures, and knowledge of ICD-10-CM and CPT-4 classification manuals.
3. Analytical ability to interpret data contained in records.
4. Ability to accurately determine and assign ICD-10-CM and CPT-4 codes.
5. Interpersonal ability necessary to communicate with all Hospital associates and physicians.
6. Visual acuity necessary to scan documents and classification manual and to read and decipher handwriting.
7. Ability to determine to whom medical record information may be released.
8. Mathematical skills/ability to perform statistical calculations.
9. Ability to perform minimal typing.
10. Please check the appropriate health and safety requirements:

- Exposure to blood and/or body fluids
- Exposure to hazardous chemical, pharmaceuticals, or nuclear exposures
- Continual bending, lifting, pushing, pulling up to an equivalent of associate's weight
- Minimal lifting, pushing, pulling, bending.
- Continual standing
- Continual sitting
- Sporadic keyboarding, sitting, standing, min.-med. lifting/pushing/pulling/bending
- Utilization of personal protective equipment (gloves, masks, gowns, boots, etc)
- Continual keyboarding

11. Please check the appropriate age specific competencies:

- Prenatal & Perinatal (0-2)
- Young Child (2-8)
- Adolescent (9-15)

- Adult (16-28)
- Middle-Aged Adult (29-53)
- Geriatric (54-74)
- Frail Adult (75+)
- Not applicable, no clinical contact

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Principal duty is to review medical records for diseases and surgeries performed and assigns codes according to the International Classification of Disease and Operations for indexing purposes and CPT-4 coding manual for inpatients and outpatients. Knowledge of EM coding for emergency room department.
2. Writes assigned codes on data sheets and face sheet of charts. Work with DRG/UR Coordinator to prepare diagnosis codes for DRG reimbursement system.
3. Codes necessary diagnoses and operative procedures for billing purposes and DRG reimbursement.
4. Codes final diagnosis and procedures as the charts are completed by the physician.
5. Monitors quality of source document (i.e., medical record) to insure consistency and validity of data.
6. Insures compliance with the PRO data reporting requirements.
7. Performs data entry for outpatient billing release.
8. Performs QA data retrieval as assigned.
9. Assists Department Coordinator as assigned in statistical compilation.
10. Assists in compliance with data reporting requirements established by regulatory licensing and accrediting agencies (Cancer registry, MRI scan data, etc.).
11. Maintains current knowledge of ICD-10-CM and CPT-4 coding skills.
12. Performs related duties such as filing, pulling patient charts, typing, answering phones and other duties as assigned.
13. Performs job responsibilities in an ethical, compliant manner consistent with the organization's values and the Hospital's Corporate Compliance Program, policies, procedures and protocols.
14. Applies CQI concepts and methods throughout related activities.
15. Performs other related duties as requested.
16. Encourages subordinates and works in a safe and healthy manner to prevent injury or illness.

APPROVALS

DEPARTMENT: _____ DATE: _____

HUMAN RESOURCES: _____ DATE: _____

The above statements are intended to describe the general nature of the work being performed and are not exhaustive lists of duties or requirements of the position.