



Medical Coding Specialist

DESCRIPTION

The Medical Coding Specialist accurately assigns diagnosis and complex procedure codes to patient records using ICD-10-CM, CPT-4 and other appropriate coding systems in accordance with coding guidelines for a variety of physician services performed in office, hospital, and outpatient settings.

RESPONSIBILITIES

- Evaluate medical record documentation , discharge position and assign coding that accurately reflects services rendered to the patient
- Ensure that medical, diagnostic and procedural codes and other documentation accurately reflect and support the visit
- Follow strict coding guidelines within established productivity standards for all assignments
- Compile necessary documentation prior to coding review; when documentation is not available, performs the appropriate steps to obtain the necessary documentation per the department's policies and procedures
- Effectively communicate with clinic staff, and in certain instances physicians, when code assignments are not specific or documentation is inadequate, or unclear for coding purposes; offers opportunity to submit corrected documentation
- Notify appropriate individuals of potential non-compliance with medical necessity requirements and when services are non-covered or not payable, as appropriate
- Correct failed claim errors to billing edits directly related to coding errors
- Meet or exceed productivity standards as established by the department while maintaining a minimum 97% accuracy rate
- Monitor professional and payer publications and websites to remain current on coding changes relevant to the practice and communicate these changes to the team
- Build productive relationships with fellow members of the department and adhere to the company's Standards of Behavior Policy

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of commercial insurance plans and Medicare and Medicaid regulations
- Good working knowledge of medical necessity rules, local coverage determination policies, and any other payer specific guidelines
- Extensive knowledge of CPT and ICD-10 coding
- Ability to understand and interpret clinical documentation, as well as the department billing process at a detailed level
- Solid working knowledge of computer applications utilized in a business environment
- Excellent verbal and written communication skills
- Excellent organizational and customer service skills required
- Working knowledge of Athena practice management and electronic medical record software highly desirable

EDUCATION/EXPERIENCE REQUIRED

- High School Diploma or GED
- Certified Professional Coder (CPC) Certification or Certified Medical Coder (CMC) preferred but will consider candidates with extensive experience coding surgical charts.
- CPC-A/New Grads STRONGLY encouraged to apply
- ICD-10CM Certification
- 2+ years of current physician coding experience
- Experience coding orthopedic surgery, podiatry, wound care, and/ or pain care highly desirable
- Experience in E/M leveling utilizing 1995/1997 guidelines preferred

To Apply

Please send resume, three professional references, and salary requirements to adam@oakortho.com

**Adam Jung
Oak Orthopedics
400 S. Kennedy Drive
Bradley, IL 60915**