Job Title:	Coder	Job Status:	Non-Exempt
Reports To:	Business Services Coordinator	Pay Grade:	
Department:	Business Office	Department Code:	
Location:	Fresno		

SUMMARY

Coder is responsible for reviewing routes and chart documentations as it relates to coding for services rendered. Coordinate coding training for Physicians, Medical Assistants, and billing staff.

DUTIES AND RESPONSIBILITIES

- Reviews clinical and surgery routes to ensure accuracy that all codes, diagnoses, and procedures are correct before charges are data entered.

- Maintains current knowledge of documentation guidelines and coding procedures for Medicare, Medi-Cal, Managed Care, Vision Plans, and Third Party payors.

- Audit medical charts for appropriate documentation. Report findings to the Business Services Manager and Clinical Services Manager on a regular basis.

- Assist with coordinating on-site chart audits with insurance carriers.

- Performs periodic on-site audits.

- Work closely with Billing and Data Processing staff; when coding errors are identified, will track and assist with a plan to improve the skills of the Medical Assistants.

- Conduct training sessions with Physicians, Medical Assistants, and billing staff to communicate changes related to coding and documentation.

- Request medical records as necessary.

- Advise manager of problem routes at time of encounter.

- Meet with and advise on trends in documentation deficiencies.

- Adheres to HIPAA regulations regarding patient privacy and confidentiality.

- Perform any other duties as assigned by manager.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

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

EDUCATION and/or EXPERIENCE
High school diploma or general education degree (GED); six months to one year related experience and/or technical school training; or equivalent combination of education and experience. Certified Professional Coder (CPC) through AAPC and/or Certified Ophthalmic Coding Specialist through JCAHPO preferred, but not required.

LANGUAGE SKILLS
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY
Ability to solve practical problems and deal with variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel, and talk or hear. The employee frequently is required to walk and reach with hands and arms.

EMPLOYEE ACKNOWLEDGMENT
I have received a copy of the position description and have read and understand the contents.

_____
    Employee Name (Please Print)

_____   _____
    Employee Signature   Date