



P. Q. H.

Choctaw Health Center

Medical Coding
210 Hospital Circle
Choctaw, MS 39350-6781
601.389.4090

JOB ANNOUNCEMENT #286126

POSITION: Certified Medical Coder (2 positions)
SALARY: Grade 11
SUPERVISOR: Coding Director
JOB LOCATION: Choctaw Health Center-Medical Coding
OPENING DATE: SEPTEMBER 12, 2018 SEP 12 2018
CLOSING DATE: SEPTEMBER 26, 2018 OR UNTIL FILLED
TYPE OF EMPLOYMENT: Regular Full Time/Non-Exempt/Essential

SCOPE OF SERVICE AND EFFECT:

Mission Statement: *The Mission of The Choctaw Health Center is to raise the health status of the Choctaw People to the highest level possible.*

Vision Statement: *Our vision is to achieve a health community through holistic health services in a culturally sensitive environment, in partnership with satisfied customers, dedicated employees, and the Choctaw Community.*

This position is located in the Coding Department of the Choctaw Health Center. The purpose of the incumbent is to interpret, analyze, and assign diagnostic and procedural codes as well as medical information from the Resource Patient Management System. The primary function of this position is to perform ICD-10-CM, ICD-10-PCS, CPT, and HCPCS codes for reimbursement. The incumbent will interact with medical personnel and be responsible for collecting and entering confidential data.

WORK ENVIRONMENT:

The work is performed in an office setting with adequate lighting, heating, and ventilation. Work environment involves some discomfort due to long hours sitting while performing abstracting, coding, and key entering of medical information with some walking within the hospital. The visual demand is intensive and the usage of video display terminal may cause eye, shoulder, and wrist strain.

DUTIES AND RESPONSIBILITIES:

1. Analyze and interprets patient medical records within an area of medical/clinical specialty in order to determine correct coding (ICD-10-CM/PCS, CPT, HCPCS codes) within Outpatient and Inpatient encounters.
2. Operates a keyboard to perform computerized coding of electronic data with direct usage of the IHS RPMS Electronic Health Record System and RPMS Roll and Scroll will be highly utilized for the analyzing of clinical data.
3. Identifies inconsistencies, discrepancies, and/or trends within the medical record and discuss with the appropriate medical, nursing, or health care providers, and recommends appropriate modifications to include medical necessity under the Correct Coding Initiative.
4. Utilize advances, specialized knowledge of medical codes and coding procedures to assign and sequence appropriate diagnostic/procedure billing codes, in compliance with third party payer requirements.
5. Interacts with physicians and other patient care providers regarding billing and documentation policies and procedures and regulations; obtains clarification of conflicting ambiguous or nonspecific documentation.
6. Works closely with billing technicians in order to ensure optimal reimbursement while adhering to regulations prohibiting unbundling and other questionable practices; prepares periodic reports for clinical staff identifying deficiencies due to inadequate documentation.
7. Provide information on compliance issues arising from claims denials and formulates recommendations to avoid future denials.
8. Assist in cross-training in diagnostic/procedural coding and support to billing technicians, as appropriate.
9. Networks with resources in order to stay current on any coding regulations.
10. Works closely with updating EHR code picks.
11. Maintains a high degree of confidentiality with medical records.
12. Uses coding conventions, techniques, coding rules, and HCFA regulations. Keep abreast with all current codes.
13. Must be dependable and report to work on time.
14. Performs all other duties as assigned by management.

OTHER REQUIREMENTS OF THE POSITION:

1. Incumbent may be required to work weekends and after-hours as needed and assigned.
2. Must possess a strong work ethic and team player mentality.

QUALIFICATIONS:

1. High School Diploma/GED graduate and/or post-secondary education.
2. Valid verifiable medical coding license/certification. **REQUIRED.** (CPC, CCA, CCS, RHIT, RHIA-certified with AAPC and/or AHIMA)
3. Knowledge and understanding of medical terminology.
4. Minimum two years' experience.
5. Experience with classification systems and references; ICD-10-CM/PCS, CPT, HCPCS.
6. Must be able to type efficiently.
7. Inpatient experience/training preferred.
8. Must be able to perform each essential duty satisfactorily.
9. Must possess a valid Mississippi driver's license, automobile liability insurance and have dependable transportation and telephone. **(ATTACH COPY/PROOF TO APPLICATION)**
10. Successful completion of criminal background investigation and pass a pre-employment drug test.

In accordance with the Choctaw Health Center Employee Health Program, pre-employment physical examination is required and an annual exam is required while employed.

*****CHOCTAW HEALTH CENTER PROPERTIES ARE TOBACCO FREE*****

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P. O. Box 6033, Choctaw Branch
Choctaw, MS 39350