



Choctaw Health Center

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

Job Announcement #286126

POSITION: Medical Coder

SALARY: Grade 10

SUPERVISOR: Coding Director

JOB LOCATION: Choctaw Health Center-Medical Coding

OPENING DATE: OCTOBER 07, 2020 **OCT 07 2020**

CLOSING DATE: OCTOBER 21, 2020 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. There is potential exposure to infectious diseases.

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).
2. Operates a keyboard to perform computerized coding of electronic data with direct usage of the IHS RPMS Electronic Health Record System and RPMS.
3. Performs quantitative analysis by reviewing records to assure the presence of all component parts such as; patient and record identification, signatures and dates where required, and the presence of all reports which appear to be indicated by the treatment rendered.
4. 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.
5. Maintains a high degree of confidentiality with medical records.
6. Uses coding conventions, techniques, coding rules, and HCFA regulations.
7. Keep abreast with all current codes.
8. Must be dependable and report to work on time.
9. 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. **Preferred.** (CPC, CCA, CCS, RHIT, RHIA-certified with AAPC and/or AHIMA)
3. Knowledge and understanding of medical terminology.
4. Experience with classification systems and references; ICD-10-CM/PCS, CPT, HCPCS.

5. Must be able to type efficiently. Ability to communicate and work effectively with providers.
6. Inpatient experience/training preferred.
7. Must be able to perform each essential duty satisfactorily.
8. Must possess a valid Mississippi driver's license, automobile liability insurance and have dependable transportation and telephone. **(ATTACH COPY/PROOF TO APPLICATION)**
9. 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

Amended on: November 29, 2017