

7. Assure that procedures, services and supplies are correctly recorded for reporting to federal, state and third-party payers. Use Electronic Medical Record (EMR) systems when necessary to access documentation.
8. Review all procedures, services, and supplies documentation to determine if the appropriate ICD-10 diagnosis code(s), CPT procedure code(s) and modifier(s) were identified for reporting to federal, state and third-party payers. Communicate changes to the billing provider when indicated.
9. Monitor ETM task list in Centricity Business Practice Management System and correct coding edits in Transaction Editing System (TES) prior to transactions being extracted into Billing and Accounts Receivable (BAR).
10. Advise providers of new CPT and ICD-10 codes and ensure that all charge tickets, whether paper or electronic, are updated accordingly.
11. Respond to requests from Patient Business Services for assistance in correction of claim denials in regards to simple coding issues, dates of service, and place of service inconsistencies and locating documentation.
12. Work pending charge reports by confirming and/or identifying missing or incomplete documentation issues, contacting the provider of service and/or the responsible party to request corrections in a timely manner.
13. Identify possible coding and documentation problems and bring to the attention of the supervisor.
14. Compiles, summarizes and organizes patient and billing information from a variety of sources.
15. Compares data obtained from various software programs to clinic schedules, or hospital FIN sheets to assure billing for cardiology charges are not missed or duplicated.
16. Ensure consistent collection and accurate documentation of patient demographic information which support patient care, downstream systems and the revenue cycle and which is required by SIUHC and Federal government guidelines.
17. Performs other related duties as assigned.

Miscellaneous

5%

1. Attend seminars and/or read publications to increase knowledge and understanding of ICD-10 and CPT coding and billing processes as well as to remain up-to-date regarding reimbursement policies of insurers, such as Medicare, Medicaid and managed care organizations.
2. Other duties as assigned.

SKILLS AND ABILITIES NEEDED FOR THE POSITION

- Knowledge of ICD-10 and CPT coding systems and Healthcare Common Procedure Coding System (HCPCS) and the Current Procedural Terminology (CPT) systems of coding
- Excellent verbal and written communication skills.
- Knowledge of medical terminology and human anatomy.
- Maintains knowledge of national standards for coding accuracy and internal standards for productivity.
- Maintains CEU (Continuing Education Units) as dictated by certifying body.
- Maintains confidentiality of patient health information at all times.

- Excellent computer skills including basic use of Microsoft Excel and working in a Windows environment.
- Ability to manage deadlines and prioritize work efficiently while maintaining the highest degree of quality.
- Ability to work in multiple computer systems/software applications simultaneously.
- Ability to interact with a variety of persons, including medical providers and ancillary staff.
- Ability to maintain a clean and well organized work space.
- Mathematical ability.
- Analytical ability.
- Sensitive to the needs of underrepresented minority populations.

RESPONSIBILITY

- A. Supervisory Controls – The incumbent will function under direct supervision of the Reimbursement Coding Coordinator.
- B. Guidelines – The incumbent will abide by coding guidelines set forth by the American Medical Association (CPT), American Hospital Association (ICD-10), Centers for Medicare and Medicaid Services (CMS), Illinois Department of Healthcare and Family Services (HFS) and other guidelines that may be specific to managed care companies. The incumbent is expected to function in accordance with the SIU HealthCare Coding & Charge Posting departmental policies.

DIFFICULTY

- A. Complexity – The incumbent will be responsible for coding basic to intermediate level procedures and responding to basic insurance denials related to coding issues.
- B. Scope and Effect – The work performed in this position has a direct impact on the revenue cycle at SIU HealthCare and also a direct impact on an individual provider payroll.

PERSONAL CONTACTS

The incumbent will communicate with a variety of personnel including physicians, non-physician practitioners, medical records staff, clinic staff and patient billing staff in order to obtain all information necessary to assign accurate codes and solve coding and billing problems. Communication will be accomplished by telephone, email and face-to-face, when necessary.

ENVIRONMENTAL, HEALTH AND SAFETY RESPONSIBILITIES

Participates in meetings, trainings and other environmental, health and safety activities as required by SIU School of Medicine.

WORKING CONDITIONS

See attached Physician and Environmental Requirements form.

INCUMBENT: _____ DATE: _____

REVIEWED BY: _____ DATE: _____
Immediate Supervisor

Department Head/Assistant to the Chair DATE: _____

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: **Reimbursement Coding Representative**
 Position No. (If applicable): **SMS.CS.N11698.000** Department: **Pediatrics-SMS**

WORK ENVIRONMENT: (Check all applicable environments)

<input checked="" type="checkbox"/> Office	<input type="checkbox"/> Hospital
<input checked="" type="checkbox"/> Clinic	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Research Laboratory	<input type="checkbox"/> Outdoors
<input type="checkbox"/> Other (Be Specific): _____	

PHYSICAL DEMANDS:	Seldom	Occasionally	Frequently	Constantly	N/A
(Indicate frequency of activity during performance of position duties)	(Performed rarely less than 2% of the time)	(Performed less than 25% of the time)	(Performed 26% to 50% of the time)	(Performed 51% or most of the time)	

(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)

Reading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Speaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Close visual acuity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Travel	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stooping	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in dust, fumes, gases, or irritants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working at heights	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in extreme cold, heat and/or humidity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in close quarters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Climbing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Operating motor vehicles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working above shoulder level	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling	5 - 10 lbs.				<input type="radio"/>
Carrying	5 - 10 lbs.				<input type="radio"/>
Lifting	5 - 10 lbs.				<input type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief.

I have read, understand and am capable of meeting the physical and environmental demands of this position.

Emily Ogden

Supervisor Signature _____ Date _____ Supervisor Name _____

Employee Signature _____ Date _____