

POSITION DESCRIPTION

INCUMBENT:

CSN:

PRESENT CLASSIFICATION: Reimbursement Coding Specialist

DEPARTMENT: SIU Medicine-Coding

FUNCTION OF JOB

The primary purpose of this position is to assign ICD-10, CPT and HCPCS codes for inpatient and outpatient services by reviewing medical records documentation of those services which are provided or performed by a physician or other non-physician practitioner.

ORGANIZATIONAL RELATIONSHIPS

Employees at this level are certified coders functioning under the direct supervision of a Reimbursement Coding Coordinator, who in turn reports to the Director of Patient Business Services.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Demonstrate, by actions, commitment to the mission and the behavioral standards of SIU School of Medicine. Provide excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusions; as well as continuous learning and improvement.

The following information is intended to be representative of the work performed by the incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

CODING DUTIES

95%

- 1) Review documentation and assign diagnosis and procedure codes for ancillary and other physician services using standardized coding systems such as, ICD-10, CPT and HCPCS.
- 2) Review records for accuracy in the usage and/or assignment of modifiers for Evaluation and Management services along with any procedure modifiers as applicable.
- 3) Respond to requests from Patient Business Services for assistance in correction of claim information in regards to coding, dates of service, place of service, provider information, etc. This assistance is also inclusive of writing appeal letters that would be submitted to insurance for reconsideration of a denied claim.
- 4) Provide expert advice and guidance to administrators, faculty, and staff as it relates to coding and documentation along with any third party payer regulations.

- 5) Assist other coding staff in the unit to provide coverage as needed, and assist in training other coders when requested.

SERVICE

5%

- 1) Attend Coding Users Group meetings.
- 2) Attend seminars and/or read publications to increase knowledge and understanding of ICD-9, ICD-10, HCPCS and CPT coding and billing processes as well as to remain up to date with reimbursement policies of insurers, such as Medicare, Medicaid and managed care organizations.
- 3) Perform other related duties as assigned.

SKILLS AND ABILITIES NEEDED FOR THE POSITION

- Knowledge of medical terminology
- Knowledge of ICD-10, HCPCS and CPT coding systems
- Knowledge of coding guidelines for outpatient diagnostic tests
- Analytical ability
- Mathematical ability
- Ability to organize/prioritize multiple tasks
- Ability to interact with a variety of persons, including physicians and ancillary staff
- Knowledge of Windows
- Knowledge of navigating the internet and use of electronic email
- Sensitive to the needs of underrepresented minority populations

ENVIRONMENTAL, HEALTH AND SAFETY RESPONSIBILITIES

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

RESPONSIBILITY

- A. Supervisory Controls-Coding assignments will be given by the supervisor on a daily basis and prioritized by the supervisor when necessary. The incumbent will be responsible for meeting all deadlines as set forth by the supervisor. All work will be reviewed on an as needed basis that is determined by the supervisor in conjunction with the incumbent.
- 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 Service (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 Medicine Coding departmental guidelines.

DIFFICULTY

- A. **Complexity**-The incumbent will be responsible for coding multiple specialties and therefore will have a variety of processes for accomplishing the coding depending on the method that the provider uses to submit charges (paper vs electronic).
- B. **Scope and Effect**-The work performed in this position has a direct impact on the revenue cycle and SIU Medicine and also a direct impact on individual provider payroll.

PERSONAL CONTACTS

The incumbent will communicate with a variety of personnel including physicians, non-physician practitioners, medical records staff, clinic staff, billing staff, and the compliance auditors in order to obtain all information necessary to assign accurate codes. Communication will be accomplished by telephone, e-mail, tasking and face-to-face when necessary.

Incumbent

Date

Reimbursement Coding Coordinator

Date

Director of Patient Business Services

Date

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: **Reimbursement Coding Specialist**

Position No. (if applicable): _____ Department: **SIU HealthCare Coding-SMS**

WORK ENVIRONMENT: (Check all applicable environments)

<input checked="" type="checkbox"/> Office	<input type="checkbox"/> Hospital
<input 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 checked="" type="radio"/>	<input 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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input 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 type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" 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 type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" 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 type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" 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 type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" 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	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Carrying	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lifting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<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.

Supervisor Signature

Date

Supervisor Name

Employee Signature

Date