

## POSITION DESCRIPTION

INCUMBENT \_\_\_\_\_ CSN \_\_\_\_\_ FLSA Status \_\_\_\_\_

PRESENT CLASSIFICATION Reimbursement Coding Coordinator DATE 01/24/2023

DEPARTMENT/DIVISION SIU Healthcare Coding – SMS

### Position Function

The primary purpose of this position is to assist with training and teaching continuous education to coding staff, clinical staff and providers. This incumbent will perform audits and monitor all coding activities for the clinical departments of Southern Illinois University Medicine (SIU Medicine) including but not limited to: training of coding staff, audit of clinical documentation in comparison to CPT code selection, analysis of coding denials to utilize in an audit capacity assisting in the education of coding staff, and provide support, input and applicable training for existing and new systems implementations as well as federal/state mandates. This position will serve as a primary administrative figure for the SIU Medicine coding staff that provides coding support for SIU Medicine providers.

### Organizational Relationship

This position will report directly to the Patient Business Services Deputy Director of Coding who reports to the Director of Patient Business Services who reports to the Associate Provost for Finance and Administration who in turn reports to the SIU Medicine Chief Executive Officer and Associate Dean for Clinical Affairs.

### Duties and Responsibilities

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 the position responsibilities.

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

60% Administrative

- 1) Conduct training of new and current staff in the coding unit and clinical departments.
- 2) Develop and implement necessary policies and procedures for the coding unit.
- 3) Design, update, and print charge tickets as necessary to maintain compliance with coding guidelines and updates. Work with clinical department staff for input and approval.

- 4) Attend faculty/divisional meetings to inform faculty and staff of new coding issues specific to their division and also of recurring problems with functions such as completion of charge ticket, etc.
- 5) Identify potential compliance issues and report to supervisor and/or Office of Compliance.

35% Coding and Reimbursement

- 1) Provide expert advice and guidance to administrators, faculty, staff and other SIU departments regarding coding, documentation, and other third party payer guidelines.
- 2) Research and advise faculty of new CPT and ICD10 codes for proper use and billing requirements, including researching reimbursement rates and documentation requirements.
- 3) Assist in resolving complex account problems, specific to coding related issues/denials, and approve account maintenance adjustments in compliance with Department, University, and third party payer guidelines.
- 4) Review coding and reimbursement rules and using appropriate resources to keep updated on policy changes. Communicate changes to faculty and staff.
- 5) Review documentation, including clinic notes and consultative and operative reports, to determine the appropriate level of evaluation and management services was provided as well insuring all procedures and modifiers are captured and submitted for billing.
- 6) Conduct training sessions for faculty, residents, administrators and staff on CPT and ICD10 coding and third party payer submission and billing guidelines based on outcomes of coding audits and denial analysis.
- 7) Assist with maintaining the Experian claim scrubber edit system which includes support to peers regarding questions related to edits, rules, workflows, etc. Create and modify edits as requested to address issues identified via audits, coding denials or result of new federal/state mandates.

5% Miscellaneous

- 1) Attend seminars and/or read publications to increase knowledge and understanding of CPT and ICD10 coding and billing processes as well as to remain up to date regarding reimbursement policies of payers such as Medicare, Medicaid and managed care payers.
- 2) Other duties as assigned.

**Skills and Abilities Needed for the Position**

- Strong knowledge of CPT, ICD10, and HCPCS for all specialties.
- Certified Professional Coder –CPC, CPC-H, CCS or CCS-P.
- Excellent verbal and written communication skills
- Excellent problem-solving skills with the ability to make independent decisions regarding insurance denials related to complex coding issues.
- Excellent computer skills including Microsoft applications.
- Ability to manage deadlines and prioritize work efficiently and effectively.
- Ability to maintain a clean and organized work space.
- Ability to create and maintains a successful team working environment.

- ICD10 education and training is preferred.
- Sensitive to the needs of underrepresented minority populations.

### **Minimum Qualifications:**

1. High school graduation or equivalent.
2. Current certification as a Certified Coding Specialist (CCS) or Certified Coding Specialist—Physician-based (CCS-P) or Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA) by the American Health Information Management Association (AHIMA), or current certification as a Certified Professional Coder (CPC) or a Certified Outpatient Coder (COC) by the American Academy of Professional Coders (AAPC) (formerly CPC-H certification).
3. Three (3) years (36 months) of total work experience, two (2) years (24 months) of which are comparable to that performed at the Reimbursement Coding Specialist level of this series or in other positions of comparable responsibility.

### **Responsibility**

- **Supervisory Controls** – The incumbent will be expected to function with minimal direct supervision and will attend monthly meetings with the supervisor to receive updates and instructions on policies, projects, guidelines, etc. The incumbent will receive assignments and general directions from the supervisor.
- **Guidelines** – The incumbent will abide by coding guidelines set forth by the American Medical Association (CPT), American Hospital Association (ICD10), Centers for Medicare and Medicaid (CMS), Illinois Department of Health Care and Family Services (HFS) and other guidelines that may be specific to managed care organizations and is expected to function in accordance with the SIU Medicine coding department policies and procedures.

### **Difficulty**

- **Complexity** – The incumbent will be responsible for coding complete evaluation and management services and for procedures as well as responding to complex denials that are related to coding issues.
- **Scope and Effect** – The work performed in this position has a direct impact on the revenue cycle at SIU Medicine and also has 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, clinical 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 phone, e-mail or face-to-face as necessary.

### **Environmental, Health and Safety Responsibilities**

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

**Working Conditions**

See attached *Physical and Environmental Requirements* form.

\_\_\_\_\_  
Director, Patient Business Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Incumbent

\_\_\_\_\_  
Date

# PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

## SIU SCHOOL OF MEDICINE

Incumbent: \_\_\_\_\_ Classification: **Reimbursement Coding Coordinator**  
 Position No. (If applicable): \_\_\_\_\_ Department: **SIU HealthCare Patient Business Services-SMS**

**WORK ENVIRONMENT: (Check all applicable environments)**

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

PHYSICAL DEMANDS:	Seldom <small>(Performed rarely less than 2% of the time)</small>	Occasionally <small>(Performed less than 25% of the time)</small>	Frequently <small>(Performed 26% to 50% of the time)</small>	Constantly <small>(Performed 51% or most of the time)</small>	N/A
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*(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 type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" 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 type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Stooping	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Squatting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input 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 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 checked="" type="radio"/>	<input 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 type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Working above shoulder level	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling		<b>20 - 40 lbs.</b>			<input type="radio"/>
Carrying		<b>20 - 40 lbs.</b>			<input type="radio"/>
Lifting		<b>20 - 40 lbs.</b>			<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
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