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**Coastal Medical Position Description**

**Company:** Coastal Medical, Inc.

**Title:** Medical Billing Certified Coder

**Reports To:** Assistant Billing Manager

**Supervises:** N/A

**Job Summary:** Ensures coded services, provider charges and medical record documentation meet appropriate guidelines or standards

**Essential Functions of the Position (***Illustrative Examples Included***)**

* Responsible for accurate and complete coding according to compliance guidelines and for assigning ICD-9/10 and CPT codes from physician documentation
* Ability to sequence diagnosis and procedures using coding guidelines
* Knowledge of documentation and coding for Risk Adjustment
* Provide ongoing feedback for targeted training
* Maintain working knowledge of CPT and ICD 9/10 coding principles, governmental regulations, protocols and third-party requirements pertaining to billing and documentation
* Complies with federal and local confidentiality laws, including HIPAA, ensuring patient privacy
* Adheres to Coastal Medical guidelines and policies for protecting patients’ demographic, clinical and financial information
* Maintains work operations by following Coastal Medical's standards, policies and procedures
* Identifies and communicates issues and trends timely to management team
* Performs other job-related duties as assigned

**Education and Experience**

* Medical Coder Certification
* 3-5 years of experience as a Medical Billing Certified Coder
* Expertise in the ICD 9/10 and CPT coding systems

**Knowledge, Skills and Ability**

* In depth knowledge of documentation guidelines
* Capacity to work both on a team and independently, with the ability to self-direct
* Ability to multi-task and operate under pressure with the capability to think critically and problem solve
* Excellent interpersonal and communication skills (both verbal and written) with the capability to effectively communicate with patients, providers, insurance companies, vendors and management
* Must be committed to providing superior service to all Coastal Medical patients, practices, clients and vendors
* Must be flexible and receptive to change with the ability to learn quickly and retain new information
* Demonstrate regular, consistent and punctual attendance
* Skilled in the use of technology and a variety of software programs including Microsoft Office

**Physical Effort and Dexterity**

* Sit and stand for prolonged periods of time
* Work and move among all departments of Coastal Medical group
* Excellent hand/eye coordination
* Lift up to 15 pounds
* Manual dexterity to operate a personal computer or laptop as well as standard office machines and equipment as it pertains to one’s position

**Visual Acuity, Hearing and Speaking**

* Capability to transfer information from original source to paper, computer, telephone and in person

*\*This position description does not list all duties of the position. The employee may be asked by his or her supervisor, manager, or director to perform other duties. The employee will be evaluated in part based on the performance of the tasks contained herein.*

**Signatures**

Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.*

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please Print)

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*February 2015*