

EMPLOYMENT ANNOUNCEMENT

POSITION:

CLASSIFICATION:

OPENING DATE:

SUPERVISOR:

CERTIFIED MEDICAL CODER

REGULAR, FULL-TIME

MAY 3, 2024

DEPUTY CHIEF EXECUTIVE OFFICER

OPERATING

CERT: \$19.99 AA/AS: \$20.99

(RISES BASED UPON EXPERIENCE/EDUCATION)

CLOSING DATE:

DEPARTMENT:

STARTING SALARY:

OPEN UNTIL FILLED

POSITION SUMMARY:

The Certified Medical Coder will be responsible for accurately assigning diagnostic and procedural codes to patient records, ensuring compliance with coding guidelines, regulations, and organizational policies.

MAJOR DUTIES:

- Conducts a thorough review of medical records to ensure all necessary components are present, including accurate patient information, signatures, and relevant reports.
- Assesses the documentation for consistency, accuracy, and completeness, including verifying medical necessity and appropriate modifier usage.
- Validates the accuracy and completeness of the final diagnosis provided by the physician.
- Analyzes provider documentation to ensure proper assignment of Evaluation and Management (E&M) levels and correct application of CPT codes and modifiers.
- Utilizes the PCC internet-based encoder to select the most suitable ICD-10-CM codes for various purposes, such as final diagnosis, outpatient procedures, injury causes, and laboratory tests.
- Ensures consistent use of diagnostic and procedural terminology in line with medical standards.
- Accurately utilizing the PCC internet-based encoder, in order to select the most accurate and descriptive ICD-9-CM coding (from a number of similar choices) for:
- Final diagnosis problem list additions and treatment notes.
- Outpatient operative procedures which may require anatomical and physiological correlation of the diagnosis to the operation.
- Cause and place of injury using ICD-10- CM coding conventions.
- Laboratory tests ordered using the IHS laboratory codes.
- Participates in discussions with medical and nursing staff to ensure accurate coding and documentation.
- Addresses coding errors on a daily and weekly basis, as well as before the end of each fiscal year.
- Reviews and provides feedback on the effectiveness and technical adequacy of coding work conducted by others.
- Acts as a backup in the Medical Records department or Patient Registration as needed.
- Undertakes additional responsibilities as delegated and directed by the supervisor to support the overall functioning and objectives of the Rocky Boy Health Center, which may include tasks such as assisting with administrative duties, participating in quality improvement initiatives, contributing to team projects, or engaging in professional development activities.

THIS EMPLOYMENT ANNOUNCEMENT DOES NOT CONTAIN A COMPREHENSIVE DESCRIPTION OF ACTIVITIES. DUTIES. OR RESPONSIBILITIES THAT ARE REQUIRED FOR THIS POSITION. DUTIES, RESPONSIBILITIES, AND ACTIVITIES WILL BE REVIEWED PERIODICALLY AS DUTIES AND RESPONSIBILITIES CHANGE WITH NECESSITY.

MINIMUM QUALIFICATIONS:

APPLICANTS WITH CREDENTIALS THAT DO NOT MEET THE MINIMUM QUALIFICATIONS FOR THIS POSITION WILL NOT BE CONSIDERED.

- High School Diploma or equivalent (GED, HiSet)
- Certified Professional Coder (CPC) or Certified Coding Specialist (CCS)

APPLICANTS MUST SUBMIT THE FOLLOWING ITEMS:

- Rocky Boy Health Center Employment Application
- Letter of Interest

• Resume or Curriculum Vitae

ROCKY BOY HEALTH CENTER HUMAN RESOURCES DISCLAIMS RESPONSIBILITY FOR ENSURING THE COMPLETION OF APPLICATION PACKAGES, CONSIDERING ONLY THOSE APPLICATIONS RECEIVED IN PROPER AND COMPLETED FORM BEFORE THE 4:00 PM CLOSING DATE FOR THE ADVERTISED POSITION. THIS EMPLOYMENT ANNOUNCEMENT IS SUBJECT TO CHANGE DEPENDING ON BUDGET AVAILABILITY AND ORGANIZATIONAL PRIORITIES. EMPLOYMENT OFFERS ARE CONTINGENT UPON THE SATISFACTORY COMPLETION OF A BACKGROUND CHECK AND PRE-EMPLOYMENT DRUG TEST, WITH SUCCESSFUL APPLICANTS BEING SUBJECT TO A 60-DAY PROBATIONARY PERIOD.

SUBMIT APPLICATION:



Rocky Boy Health Center Human Resources 6850 Upper Box Elder Road Box Elder, Montana



rbhchr@rbclinic.org



https://www.rbclinic.org/employment

DocuSigned by:

Joel Rosette, Chief Executive Officer

Toll Rosette

APPROVED FOR ADVERTISEMENT: