

***Employment at Morrow County Health District***

Morrow County Health District believes that each employee makes a significant contribution to those we serve and the District as a whole. Every day our patients, families, other healthcare providers, visitors and coworkers are always deserving of exceptional, friendly service and the highest level of quality care possible. This is made possible by all employees agreeing to adhere to the District’s Promise of Excellence and upholding our True North Statement of “Welcoming our patients and providing exceptional care.”

Your contribution to the District and those we care for is not limited by the responsibilities set forth in this position description. This description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary.

**Title:** Clinic Coder  **Dept:** Clinics

**Exempt/Non-Exempt:** Non - Exempt **Reports to:** Primary Care Services Manager

**Pay Equity Group:** \_Union\_\_\_\_\_\_\_\_\_\_\_\_ **Effective Date:** 04/01/2022

**General Position Summary:**

This position is responsible for the diagnosis and procedure coding, capture and correct data entry of all charges generated by providers and staff of Morrow County Health District Clinics. Position may be partially remote with regular on-site workdays required.

**Essential Functions:**

* Accurately and timely code procedures and diagnoses for all clinic patient visits. Input charges. Required reporting related to coding, month end close and others as assigned.
* Research charge related questions.
* Keep Clinic Supplies and Pharmaceutical Charges List current as reported by the manager of MCHD Central Supply.
* Stay current on coding rules and regulations as listed in the ICD, CPT, and HCPCS manuals.
* Participate in the medical office emergency routine whenever required. Summon ambulance or other staff members as needed.
* Attend all required staff meetings, attend all required in-service/educational programs and meetings, and complete all assigned trainings by due date.
* Follow all infection control precautions and wear proper PPE when required
* Maintain strict patient confidentiality and follow all HIPAA regulations.

**SECONDARY FUNCTIONS:**

* All other job duties as assigned.

**Job Scope:**

**Supervisory Responsibility:**

The Clinic Coder does not have any supervisory responsibility.

**Interpersonal Contacts:**

Must have excellent interpersonal communication skills to accomplish a variety of work with various groups of people, including physicians, patients and family members, personnel from other hospitals, clinics, healthcare organizations and facilities, co-workers as well as the general public. A demonstrated understanding and appreciation for diverse cultures is required. Must be able to interact with others in a thoughtful and professional manner.

**Specific Job Ability:**

* Must work well in a team environment.
* Good interpersonal skills and oral and written communication skills.

**Specific Job Effort:**

* Proficient with basic office skills such as keyboarding, 10 key proficiency, filing.
* Proficient with computers and software programs such as Excel and Word.
* Good interpersonal skills and oral and written communication skills.
* Must work well in a team environment.
* Experience in medical revenue cycle and Electronic Health Record.

**Education, Experience and Certification/Licensure:**

* High school graduate or GED.
* Graduate of certified medical coding program including ICD-10; or 5 years coding experience with minimum of three years of family practice clinic coding experience. May consider applicants with prior clinical and/or healthcare revenue cycle experience with ICD-10 codes and electronic health record proficiency that are willing to enroll in a District sponsored training program to become certified.

**Job Conditions:**

* Sitting, bending, reaching intermittently throughout the day.
* Subject to infectious diseases, substances, odors, hostile and emotionally upset patients & family members, etc. throughout the workday.

I have read the above position description. I will perform the position to the best of my ability. A copy of this position will be placed in my personnel file.

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Signature of Employee Date