

MMBS Job Description Form

JOB TITLE: Charge Coder	REPORT TO: Director of Coding:
JOB CLASS: Clerical	CLIENT/HOSPITAL:
DEPARTMENT: Coding	EMPLOYMENT STATUS: Full-time, Non- Exempt

I. Position Summary:

Responsible for accurately assigning ICD-9 and CPT-4 codes to each chart based on medical complexity and established coding guidelines within the time period established for cycle and month-end closings.

II. Essential Job Functions:

Following is a list of the essential duties and responsibilities required of this job. The tasks and the time spent performing each task may vary as business needs require. Target quota information is included if it is a performance measure. Marina Medical Billing Service maintains the right to modify job duties and responsibilities at its discretion.

- Must meet or exceed a volume of 240 charts per day with a minimum accuracy rate of 97%
- Coding must be performed consistently and within established cycle and month-end deadlines
- If assigned more than one client the coder must make every attempt to code a minimum of two days per day for each client (depending on volume)
- Date of service (DOS) and revisit packets must be coded and turned in to data entry each week as they are signed in by financial coders
- Responsible for comprehending established coding guidelines in order to assign the correct E/M, Critical Care, Observation, Subsequent Care, Surgical and ICD-9 codes
- Responsible for informing and educating physicians about coding guidelines through the Missing Documentation Log (MDL) and other forms of communication
- Responsible for informing Sr. Director of poor documentation, discrepancies in documentation or services rendered, and must cooperate with personnel in the facilitation of information and expediting charts
- Responsible for reading and comprehending any and all coding changes
- Must attend monthly coding meetings
- At times may be responsible for coding clients assigned to other coders. If this occurs, coder is responsible for obtaining that client's coding guidelines, financial class and physician list, and missing documentation log to ensure charts are coded correctly and insufficient documentation is reported

III. Knowledge, Skills, and Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the **minimum** knowledge, skills and abilities required. Employees who do not possess the requirements for a job at time of hire or transfer/promotion are expected to attain the skills, knowledge and abilities required within a specified period of time as agreed upon in writing, with the hiring manager. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Employees will follow any other instruction, and perform any other related duties, as may be required.

- Ability to read and comprehend

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- Ability to learn quickly
- Ability to work with little supervision
- Ability to research material
- Initiative
- Good Communication skills

VI. Education & Experience:

- Prior coding experience
- Coding classes

V. Physical Dimensions:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

ADA Requirements:	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read reports and use computer				X
Hearing: Must be able to hear well enough to communicate with co-workers and staff.				X
Mobility: Standing & Walking Must be able to move around on foot to make copies, deliver charts, and attend department & staff meetings.	X			
Climbing/Pulling/Kneeling: Must be able to pull charts out off filing cabinets. Use stool if needed. Kneeling is required when pulling charts at ground level.	X			
Lifting/Pulling/Pushing: Must be able to lift charts out off filing cabinets. Use stool if needed. Pushing and pulling is required for all door ways, cabinets drawer	X			
Fingering/Grasping/Feeling: Typing on keyboard, dialing on phone, writing, and holding small office supplies.				X

Employee's Name (Print) Date

Employee's Signature

Manager/Supervisor's Name Date

Manager/Supervisor's Signature

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