

MMBS

Job Description Form

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

I. Position Summary:

Assists in coordinating the daily workflow for the coding department, ensuring accurate records are maintained of file location and status.

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.

- Manage & coordinate the workflow/process between departments & coders
- Responsible for sending and receiving charts from off-site coders
- Maintain & update manuals and logs
 - Workflow list
 - Missing documentation logs
 - Physician lists
 - Charge masters
 - Guideline books
 - Policy & Procedure
- Responsible for 8th floor front desk, assisting visitors as necessary.
- Other duties as needed

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 operate various office equipment
- Ability to pay close attention to detail
- Ability to communicate effectively with others
- Ability to work with minimal supervision
- Ability to follow direction
- Knowledge of MS Word & Excel

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- High School graduate or equivalent
- 2-3 years of Administrative Assistant experience

VI. 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