JOB POSTING FORM

Position Summary

Duties

Develop and provide educational programs as they relate to ICD-10 CM and ICD-10 PCS coding for new and existing staff. Collaborate with department management in setting goals related to educational activities for all coders.

Duties of a (Local Title) may include the following but are not limited to:

- Responsible for evaluating, designing, coordinating and delivering comprehensive training and education for new and existing staff.
- Development of ICD-10-CM and ICD-10 PCS education training for new employees.
- Assess and provide feedback to each coder on their work performed.
- Development of reinforcement training for existing staff in collaboration with department management.
- Provide educational sessions to new and existing staff based on results of each coders performance.
- Perform coding audits and validation by reviewing medical records for correct ICD-10-CM and ICD-10 PCS coding. Compile and communicate results of the audits to the appropriate managers.
- Prepare training and presentations on various topics, such as the annual ICD-10 and ICD-10 PCS updates, any other coding updates throughout the year including Quarterly Coding Clinic reviews.
- Research updated coding information, rules, laws and statutes for all payers and government entities. Responsible to keep abreast of and hold extensive knowledge of government regulations related to coding and applicable reimbursement laws and regulations required.
- Ensure the Coding Staff has updated resources on an ongoing basis.
- Provide education to the Clinical Documentation Integrity (CDI) staff on a brief History of Coding.
- Provide education to the CDI staff on ICD-10 CM & ICD-10 PCS book contents, organization and how to use the books.
- Provide education to the CDI staff on how to identify Major Comorbidities and Chronic Comorbidities in ICD-10 CM books
- Provide education to the CDI staff on the Inpatient Prospective Payment System.
- Provide education to the CDI staff on the use of Official Coding guidelines by specific chapter.
- Provide education to the CDI staff on DRG Expert reviews. Identify surgical DRG's versus Medicine DRG's.
- Provide education to the CDI staff on the use of all coding software, such as, Access HIM, 3M CRS and References and PwC SMART software.
- Provide education to the CDI staff on coding guidance on an ongoing basis.
- Review and respond to coding questions.
- Work in collaboration with the Patient Financial Services Department on claim corrections.
- Special projects assignments related to coding.

- Code, abstract and data entry of records.

Qualifications

Required Qualifications:

- *Bachelor's Degree in Health Information Management or Healthcare related field*
- *8 years of experience with ICD-10 CM and ICD-10 PCS coding*
- *Experience with education, training, compliance and auditing*
- *RHIA,RHIT, CCS certification*

Preferred Qualifications:

- *Master's Degree or higher in Health Information Management or another Healthcare related Degree*
- *10 years or more experience with ICD-10 CM, ICD-10 PCS, CPT & HCPCS coding*
- *Experience with education, training, compliance and auditing*
- *RHIA, RHIT, CCS, CCS-P, or CPC certification*

Line Number: (If Replacement Position)	**13037000**
Account Number:	**381391**
Official Title:	**TH Med Recs Sr. Spec**
Local Title:	**Coding Educator**
Salary Grade:	**SL4**
Department:	**Health Information Management/Revenue Integrity**
Supervisor's Name:	**Teresa Silversmith**
Supervisor's Title:	**Director of HIM**
Department Internal Zip:	**9409**
On call / Recall – Yes/No	**No**