



## **JOB POSTING FORM**

**Facility/Organization:** Stony Brook University Hospital

**Position/Title:** Outpatient Coding Validator / APC Validator

**Work Setting/Organization Type:** Academic

### **Job Function/Job Description:**

At Stony Brook Medicine, the Outpatient Coding Validator - APC Validator, under the direction of the Associate Director of Ambulatory Coding & Staff Development (AD Coding), will audit and provide feedback to the coding of the ambulatory coding staff; to assist with developing/delivering/recommending educational programs as they relate to CPT/HCPCS/medical guidelines for outpatient coding and clinical documentation improvement; to collaborate with department management on the status of topics related to CPT/HCPCS and how it relates to the services provided at Stony Brook Medicine; under the direction of the AD Coding collaborate with other Revenue Cycle areas regarding outpatient coding.

**Duties of the Outpatient Coding Validator - APC Validator may include the following but are not limited to:**

- Perform ambulatory coding audits by reviewing medical records for correct ICD-10-CM/PCS and CPT/HCPCS Coding. Compile and communicate results of the audits to the AD Coding.
- Assist the AD Coding in the development and provision of orientation/process/procedure education for new employees, including Ambulatory and Clinical Documentation staff on Ambulatory related topics.
- Participate, under the supervision of AD Coding, in the development/delivery of reinforcement training for existing staff in collaboration with Inpatient Coding and CDI.
- Continuing growth and education in all areas of coding is required in order to maintain Stony Brook University Hospital's quality standards.
- Under the supervision of the AD Coding working in collaboration with the Patient Financial Services Department on claim corrections.
- Special projects assignments related to ambulatory coding, finance and/or reimbursement.
- Code, abstract and data entry of ambulatory charts as needed.

**Reports To:** Associate Director Ambulatory Coding

**Location(s):** Commack, NY

**Job Type:** Full-time

**Shift:** Day Shift- Shift Hours: 8:00am-4:00pm- Pass Days: Sat, Sun

**Required Qualifications:**

- Associate's degree in Health Information Management and at least 5 years of facility Surgical CPT/APC auditing/validation experience or, in lieu of degree, at least 10 years of facility surgical CPT/APC coding auditing and validation.
- Knowledge of NCD, LCD, and payer specific medical guidelines
- RHIA, RHIT, CCS & CCS-P, or CPC certification (CCS required within first year of employment)
- Proficient with Microsoft Office suite including, but not limited to Word, Teams, Excel, and Power Point and with 3M CRS encoder
- Demonstrated ability in developing/writing compliant physician queries
- Demonstrated ability in providing feedback and education to mid-revenue cycle coding staff
- Ability to establish and maintain proactive, productive working relationships with remote staff

**Preferred Qualifications:**

- Bachelor's Degree in Health Information Management or another Healthcare related Degree
- 10 years of facility Surgical CPT/APC/EAPG auditing experience
- Experience with ICD-10-PCS coding
- Experience auditing/validating for the facility at an [Academic Medical Center](#)
- Experience with Cerner Millennium EHR, SMS Invision, Access HIM, nThrive, PIC, Craneware CDM Toolkit, or Cerner Revelate
- CIRCC credential
- Facility injection/infusion, emergency department, observation, or CPEP coding/auditing experience

**CONTACT INFORMATION:**

Job Number: 2302568

**Website Link:** [Job Description - Outpatient Coding Validator / APC Validator \(2302568\) \(taleo.net\)](#)

**Special Notes:**

**Resume/CV should be included with the online application.**

**Posting Overview:** This position will remain posted until filled or for a maximum of 90 days. An initial review of all applicants will occur two weeks from the posting date. Candidates are advised on the application that for full consideration, applications must be received before the initial review date (which is within two weeks of the posting date).

If within the initial review no candidate was selected to fill the position posted, additional applications will be considered for the posted position; however, the posting will close once a finalist is identified, and at minimal, two weeks after the initial posting date. Please note, that if no candidate were identified and hired within 90 days from initial posting, the posting would close for review, and possibly reposted at a later date.

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- Stony Brook Medicine is a smoke free environment. Smoking is strictly prohibited anywhere on campus, including parking lots and outdoor areas on the premises.

- All Hospital positions may be subject to changes in pass days and shifts as necessary.
- This position may require the wearing of respiratory protection, which may prohibit the wearing of facial hair.
- This function/position may be designated as “essential.” This means that when the Hospital is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at Stony Brook Medicine, Stony Brook University Hospital and related facilities.

**Prior to start date, the selected candidate must meet the following requirements:**

- Successfully complete pre-employment physical examination and obtain medical clearance from Stony Brook Medicine's Employee Health Services\*
- Complete electronic reference check with a minimum of three (3) professional references.
- Successfully complete a 4-panel drug screen\*
- Meet Regulatory Requirements for pre-employment screenings.
- Provide a copy of any required New York State license(s)/certificate(s).

**Failure to comply with any of the above requirements could result in a delayed start date and/or revocation of the employment offer.**

**\*The hiring department will be responsible for any fee incurred for examination.**

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Stony Brook University is committed to excellence in diversity and the creation of an inclusive learning, and working environment. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, familial status, sexual orientation, gender identity or expression, age, disability, genetic information, veteran status and all other protected classes under federal or state laws.

**If you need a disability-related accommodation, please call the University Office of Equity and Access at (631)632-6280.**

*In accordance with the Title II Crime Awareness and Security Act a copy of our crime statistics can be viewed [here](#).*

Visit our **WHY WORK HERE** page to learn about the total rewards we offer.

**Anticipated Pay Range:**

The starting salary range (or hiring range) for this position has been established as \$78,000 - \$90,000.

The above salary range (or hiring range) represents SBUH's good faith and reasonable estimate of the range of possible compensation at the time of posting.

In addition, all full time UUP positions have a \$3,026 location pay.

Your total compensation goes beyond the number in your paycheck. SBUH provides generous leave, health plans, and state pension that add to your bottom line.

Job Number: 2302568

**Official Job Title:** TH Medical Records Senior Specialist

**Job Field:** Finance

**Primary Location:** US-NY-Commack

**Department/Hiring Area:** Revenue Integrity

**Schedule:** Full-time

**Shift:** Day Shift

**Shift Hours:** 8:00AM - 4:00PM **Pass Days:** Sat, Sun

**Posting Start Date:** Jun 28, 2023

**Posting End Date:** Sep 26, 2023, 11:59:00 PM

**Salary:** \$78,000 - \$90,000\* See Special Notes

**Salary Grade:** SL3

**SBU Area:** Stony Brook University Hospital