

CENTRAL MONTANA MEDICAL CENTER  
**POSITION DESCRIPTION**

Position Title	Inpatient / Outpatient Coder	Grade	
Department	Health Information Management	Exempt	
Immediate Supervisor	HIM MANAGER	Non-exempt	<b>X</b>
Supervisor next in line	CFO	Workweek	<b>40</b>
<b>POSITION SUMMARY</b>			
Under indirect supervision of the Health Information Management Manager, performs diagnosis and procedure coding and related duties as an integral part of the Medical Record keeping and reimbursement process.			
<b>Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:</b>			
<ul style="list-style-type: none"> <li>● Actions and communications that contribute to a team concept and create a <b>positive</b> environment for <b>all</b> customers</li> <li>● Acceptable performance of essential and all job duties</li> <li>● Acceptable attendance record</li> <li>● Accountability for safety to self, patients, visitors and all customers, and care of equipment and building</li> <li>● Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct</li> <li>● Accountability for the consequences of own actions</li> <li>● Physical and emotional ability to perform essential functions</li> <li>● Acceptable background investigation results if required for position</li> </ul>			
<b>Minimum Education, Experience, Licensure, Certification required:</b>			
Registered Health Information Administrator (RHIA), Registered Health Information Technician (RHIT), Certified Coding Specialist (CCS) or training under the director supervision of one of the above along with education in Medical Terminology, Anatomy and Physiology, Medical Science, etc.			
<b>ESSENTIAL FUNCTIONS/DUTIES:</b>			
(Must be able to perform with or without accommodation)			
1	Assigns ICD-10-CM and/or CPT diagnosis and/or procedure codes to patient records		
2	Assigns CPT codes for Anesthesia services utilizing the requisition/charge slip from the anesthesia department when requested.		
3	Assigns ICD-10-CM codes for EKG's done on outpatients and submits them to the Business Office.		
4	Assigns ICD-10-CM diagnosis and/or procedure codes on a concurrent basis for Skilled Nursing Center residents.		
5	Performs duties related to medical record retrieval when requested		
6	Assigns ICD-10-CM diagnosis and/or procedure codes for Home Health and Hospice patients.		
7	Assists with inpatient code assignment when necessary		
8	Performs duties related to inpatient and/or outpatient deficiency analysis and re-analysis when necessary.		
9	Performs other duties as assigned		
<b>Knowledge, Skills, Abilities:</b>			
<b>Knowledge of:</b>			
ICD-10-CM and CPT coding principles and guidelines			
Body systems and disease processes			
Medical Terminology			
Medical Record theory			

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**Skills:**  
 Basic computer skills  
 Basic typing skills  
 Basic mathematical computations

**Ability to:**  
 Understand and follow ICD-10-CM and CPT coding principles and guidelines to assign the correct individual diagnosis and/or procedure code  
 Communicate effectively verbally and in writing  
 Perform assigned/routine duties independently and accurately with minimal/reasonable supervision or assistance  
 Read, write, and follow written and oral direction/instruction.  
 Apply Medical record theory and education to job functions  
 Concentrate for long periods of time  
 Type 55 wpm  
 Be willing to attend inservice education programs, workshops, and ask questions to maintain and improve knowledge level  
 Utilize reference materials and resources as appropriate to effectively and accurately perform job functions  
 Handle stress and stressful situations in an appropriate manner

**OCCUPATIONAL EXPOSURE** for this position:

	<b>Category I</b>	Direct contact with blood or other bodily fluid to which universal precautions apply
	<b>Category II</b>	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
<b>X</b>	<b>Category III</b>	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

**OTHER EXPOSURE** for this position:

	<b>Radiation</b>	
	<b>Noise</b>	
<b>X</b>	<b>Other (Specify)</b>	Artificial lighting, minimal windows, variation in room temperature, poor ventilation

**PHYSICAL DEMANDS:**  
 (Essential functions strength rating for position - see Job Analysis)

<b>X</b>	<b>Sedentary</b>	Exert up to 10# occasionally or negligible force frequently
	<b>Light</b>	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
	<b>Medium</b>	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	<b>Heavy</b>	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	<b>Very Heavy</b>	Exert > 100# occasionally, > 50# frequently or > 20# constantly

**I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.**

Employee's Signature	Supervisor's Signature	Date