



# Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT**

**JOB TITLE:** Coding Specialist I  
Healthcare Business Office Department

**OPEN:** August 20, 2019

**EXEMPT:** No

**SALARY:** (6) \$16.50-\$18.48 DOE

**SHIFT:** Day

**LOCATION:** Business Office

**DURATION:** Regular Full Time

**CLOSES:** September 12, 2019

**JOB CODE:**

**DIVISION:** Health & Human Service

**DEPARTMENT:** LTHC

**SUPERVISOR:** Coding Specialist Supervisor

**VACANCIES:** 1

**JOB SUMMARY:** This employee is part of the Business Office staff whose main purpose is to accurately code patient encounters with providers in RPMS/EHR systems. Works closely with various departments and providers to accurately code data. Must have good customer service skills because job requires regular contact with healthcare professionals, various departments, and outside agencies. This position requires accuracy in detail-oriented work.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

1. Analyze and interpret information from Dental PCC, RPMS PCC & Third Party Billing package to accurately utilize the PCC automated encoder and/or ICD, CPT, HCPCS, and ADA coding books to select the most accurate and descriptive codes for diagnosis, procedures, labs, and treatment notes from medical, mental health, or dental visits.
2. Must have knowledge of E&M coding and can conduct chart reviews using the 1995 and 1997 E&M Guidelines.
3. Work closely with the Billing staff to establish the medical necessity of charges, providing feedback to the clinical staff, Dental staff, or Behavioral Health staff on coding issues.
4. Assist the Billing department finding fee's when not available from fee schedule.
5. Act as a resource to the Business Office for all ICD, CPT, CDT and HCPCS related coding up-dates, changes, and requirements.
6. Provide quality assurance solutions to ensure accurate coding and billing practices.
7. Keep up on the current Insurance Guidelines for services that are medically necessary.
8. Utilize Provider One, One Health Port and various insurance websites to gain patient insurance information and more denial information as needed.
9. Utilize third party billing system to approve and correct denied claims in a timely manner.
10. Participate in and supports team meetings, activities, and/or problem solving.
11. Prepare all necessary information for providers for services that are provided with updated information with CPT, ICD-10, HCPCS and CDT.
12. Communicate with the Credentialing Supervisor about any new providers coming to practice at the Lummi Health Dental Clinic, Lummi Tribal Health Center, or Behavioral Health Clinic.
13. Enter all uninsured patient information into Provider One to gain eligibility and send request to verify missing demographic information with Tribal Assistor.
14. As other duties assigned.
15. Maintain good working relationship with supervisor and other LTHC employees.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or GED
- 1 year of experience with direct coding or billing for medical, dental, or other health services in a work or school setting.
- Certified Professional Coder (CPC) (CCS) or CPC-A certification through the AAPC or AHIMA. (required)
- American Dental Coders Association (ADCA) certification not required at this time.
- Lummi/Native American/Veteran preference policy applies.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Must be able to do data entry, use internet, and use other applicable applications.
- Thorough knowledge of medical codes involving selection of most accurate and descriptive codes using ICD-10, CPT, CDT, and HCPCS resources.
- Knowledge of third party billing procedures across a variety of payer systems.
- Demonstrate skill in correlating generalized observations or symptoms (vital signs, lab results, medications, etc.) to a stated diagnosis to assign the correct ICD code.
- Experience working with an Electronic Health Record.
- Ability to understand and apply basic operating instructions.
- Acknowledge and demonstrate need to maintain confidentiality of patient information.
- Demonstrate understanding and execution of the Federal Privacy Act and Freedom of Information Act as they pertain to a patient's health record.
- Must be willing to assume other duties as assigned and receive training in other departments.

**REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires extensive Criminal Background Check.
- Ability to obtain AHIMA or AAPC coding certification within two years of date of hire.
- Must be able to abide to HIPAA compliance

**TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov) For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.