



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 III

OPEN: March 16, 2023

EXEMPT: No

SALARY:(9) \$26.48-\$29.82/hr. DOE

SHIFT: Day

LOCATION: Remote; Varies

DURATION: Regular Full Time

CLOSES: March 21, 2023

JOB CODE:

DIVISION: Health & Human Service

DEPARTMENT: Business Office

SUPERVISOR: Coding and Billing 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. The Coding Specialist III works as a go-to for other Coding Specialists.

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

1. Analyzes and interprets information in EPIC to select the most accurate and descriptive ICD-10, CPT, CDT, and HCPCS codes to reflect documentation in patient's charts. Provides guidance to Coding, Billing or A/R specialist for trouble shooting denials.
2. Works closely with the Coding supervisor to ensure proper codes and usage within EPIC
3. Responsible for reviewing all dates of service via PCC form, EHR, or BH Package, identifying coding deficiencies and working with medical and behavioral health staff to correct and/or update patient file to reflect accurate documentation.
4. Serves as point person for IHS ICD-10 up-dates and compliance.
5. Provides quality assurance sanctions to ensure accurate coding and billing practices.
6. Must keep up on current Federal and State regulations.
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8. Ensures coding follows compliance with clinical documentation.
9. Responsible for being the Point-of-Contact for our Tribal Site, as needed basis.
10. Acts as a resource to the Business Office for all ICD-10, HCPCS, CDT, and CPT up-dates, changes, and requirements.
11. Must maintain good working relationship with supervisor and other LTHC employees.
12. Provides quality assurance solutions to ensure accurate coding and billing practices.
13. Able to help with internal audits as needed for special projects assigned from Administration.
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15. As other duties assigned by Supervisor within the department.

MINIMUM QUALIFICATIONS:

- High School Diploma
- Five (5) years of experience working in a medical office; and
- Five (5) years of experience with EPIC or medical software; and
- Five (5) years of experience with billing or coding; and
- Required Certified Coding Specialist (CCS) or Certified Professional Coder(CPC); please list any additional certifications along with required
- Lummi/Native American/Veteran preference policy applies.

OR

- Associate degree in accounting, medical billing, medical coding, or related field; and
- Three (3) years of experience working in a medical office; and
- Three (3) years of experience with EPIC or medical software; and
- Three (3) years of experience with billing or coding; and
- Required Certified Coding Specialist (CCS), Certified Professional Coder(CPC);please list any additional certifications along with required
- Lummi/Native American/Veteran preference policy applies.

OR

- Bachelor's degree in accounting, medical billing, medical coding, or related field; and
- Two (2) years of experience working in a medical office; and
- Two (2) years of experience with EPIC or medical software; and
- Two (2) years of experience with billing or coding; and
- Required Certified Coding Specialist (CCS), Certified Professional Coder (CPC); please list any additional certifications along with required.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Thorough knowledge of medical codes involving selection of most accurate and descriptive code using the ICD, CPT, CDT, and HCPC resources
- Demonstrate skill in correlating generalized observations or symptoms (vital signs, lab results, medications, etc.) to a stated diagnosis to assign the correct ICD code.
- Demonstrate knowledge of ICD, CPT, CDT and HCPC coding as an asset in order to acquire, interpret, and resolve problems within a patient's account.
- Ability to be able to uphold productivity at a steady pace
- Experience working with EPIC.
- Ability to understand and apply basic operating instructions.
- Know how to research utilizing resources changing coding skill set.
- 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 always maintain strict confidentiality.

REQUIREMENTS:

- HIPAA compliance
- 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
- This position requires regular contact with or control over Indian children and is therefore subject to successful and extensive criminal background check, CAMIS background check
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date.

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. 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.