



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

Health & Human Service (HHS)

OPEN: May 11, 2018

EXEMPT: No

SALARY GRADE: 6 (\$16.50-\$18.48)

SHIFT: Day

LOCATION: Business Office

DURATION: Regular Full Time

CLOSED: June 22, 2018

JOB CODE:

DIVISION: Health & Human Service

DEPARTMENT: Business Office

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 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, problem list, procedures, labs, and treatment notes from medical, mental health, or dental visits.
2. Verify and approve ICD and CPT codes from RPMS coding cue.
3. Work closely with the Clinical Applications Coordinator to ensure proper codes and usage of EHR by medical staff.
4. Preauthorize dental procedures at dental provider's request.
5. Review all dates of service via EHR, BH Package, or EDHR identifying coding deficiencies and working with medical and behavioral health staff to correct and/or update patient file to reflect accurate documentation.
6. Act as a resource to the Business Office for all ICD and CPT related coding up-dates, changes, and requirements.
7. Maintain good working relationship with supervisor and other LTHC employees.
8. Provide quality assurance solutions to ensure accurate coding and billing practices.
9. Verifies insurance information and select demographic information in patient registration package.
10. Up-date, correct insurance and registration information.
11. Utilize Provider One, One Health Port and various insurance websites to gain patient insurance information.
12. Enter all uninsured patient information into Provider One to gain eligibility request charts to verify missing demographic information.
13. Interface with Medical, Mental Health, and dental staff to improve coding and documentation.

14. Utilize third party billing system to approve and correct denied dental claims in a timely manner.
15. Participate in and supports team meetings, activities, and/or problem solving.
16. Prepare all necessary information for dental providers to be paid as in-network providers.
17. Communicate with the Compliance Officer I to ensure there is communication of any new providers coming to practice at the Lummi Tribal Health Center, Behavioral Health and Dental Clinic.
18. As other duties assigned.

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) or CPC-A certification through the AAPC or AHIMA.
- American Dental Coders Association (ADCA) certification, *preferred*.
- Possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- 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, ADA, 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.
- 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.
- Must maintain strict confidentiality at all times.

REQUIREMENTS:

- Certified Professional Coder (CPC) or CPC-A certification through the AAPC or AHIMA.
- Must be able to abide to 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 possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376> 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.

