JOB TITLE: Coding Specialist

COMPANY: Solutions Healthcare Management

LOCATION: Indianapolis, IN

DEPARTMENT: Billing

FLSA: Exempt

PURPOSE & SCOPE:

The main purpose of this position is to support Solutions Healthcare Management's mission, vision, core values and customer service philosophy.

The Lead Charge Entry Representative is responsible for accurately and efficiently entering and reviewing patient charges while abiding by each practice's policies and procedures. Continuously interacts with physicians, patients, insurance vendors and other billing staff to provide quality support services for physician practices. The most qualified candidate for this position will demonstrate strengths in the following areas:

- Ability to meet deadlines
- Professional appearance and attitude
- Strong and effective communication with clients, customers, patients, co-workers and management staff.
- Monitors CPT/ICD9 & ICD10 coding on all services

CUSTOMER SERVICE:

- Accountable for outstanding customer service to all external and internal customers.
- Develops and maintains effective relationships through effective and timely communication.
- Takes initiative and action to respond, resolve and follow up regarding customer service issues with all customers in a timely manner.

PRINCIPAL RESPONSIBILITIES / DUTIES:

- Accurately and efficiently codes and inputs patient charges according to each practice's policies and procedures.
- Reports unusual claim edits including accurate ICD9, ICD10 and CPT coding to Coding /Charge Entry Team Leader.
- Enters demographics and charges for physician and patients
- Post and apply patient payments collected at time of service

- Reconciles patient payments. Daily balance of all charge batches by verifying of charge totals. Reconciles daily charge error list and claim edits to ensure all charges are captured.
- Accurately post charges within 2 days of receipt.
- Scan batch immediately following application (if needed)
- Complete tasks to Director of weekly progress
- Maintains proficiency and appropriate level of knowledge with all systems required for task completion.
- Ensures compliance with state and federal billing regulations, including HIPAA, and reports any suspected issues to the respective team lead or supervisor.
- Other duties as assigned.

PHYSICAL DEMANDS & WORKING CONDITIONS:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee must be able to sit at a desk for at least eight hours per day while frequently using their fingers to type. This position requires that the employee be able to speak clearly, look at and read a computer screen. Occasionally, this position may require that the employee reach or stretch for objects.

EDUCATION:

- Minimum 3 years' experience as a physician coder
- Knowledge of business office procedures
- Able to utilize Microsoft Office, fax machine, copier, telephone, printer, etc.
- Ability to communicate verbally and in writing
- High School Diploma or equivalent required
- Associate's Degree in Medical Billing and Coding or a related field is preferred.

EXPERIENCE & REQUIRED SKILLS:

Minimum 3 year experience in medical coding or health insurance claim processing preferred.

Candidate must understand government and managed care payment methodologies and demonstrate knowledge of terms such as contractual adjustment, allowed amount, coinsurance, denial and denial processes.

- CPT, ICD9, ICD10, and HCPCS coding knowledge preferred.
- Knowledge of business office procedures
- Skills in operating a computer, copier and fax
- Knowledge of Microsoft Office products

- Ability to speak clearly and concisely
- Ability to establish and maintain effective working relationships with patients, co-workers and physicians.
- Ability to meet deadlines and report to work on time
- All charges entered by end of month with at least 95% accuracy.
- Verbal and written and communication skills

RELATIONSHIPS:

Internal Contacts: Solutions' Billing Department

External Contacts: Solutions' Billing Clients

SUPERVISION:

Coding/Charge Entry Team Leader

The duties listed in this job description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.