

MEDICAL RECORDS CODER I

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, an incumbent of this class is responsible for coding medical records, including all diagnoses, operative and diagnostic procedures in patient medical records, using the current International Classification of Diseases (ICD), Current Procedural Terminology (CPT) and Health Care Financing Administration Common Procedures Coding System (HCPCS) and entering coded information into an automated grouper system. This class differs from the Medical Records Coder II in the complexity of cases assigned and experience required to perform the duties. Supervision is not a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Using the current HCPCS and ICD-9-CM and CPT coding system, assigns and records an accurate code to all diagnoses, procedures, and operations as documented by the attending physician in the indicated patient's medical record;

Insures that all factors necessary for assigning an accurate DRG (Diagnostic Related Group) are present, and that all diagnoses are ranked properly;

Makes appropriate contacts in order to acquire or clarify necessary information;

Enters final diagnostic code numbers and narrative descriptions of diagnoses and procedures into an automated grouper system;

Provides information and responds to inquiries regarding medical documentation and DRG's to hospital staff including Utilization and Quality Assurance staff, Patient Accounts staff and the Risk Manager;

Abstracts information from medical records to compile reports and statistical information;

Enters data such as diagnosis, treatment, admission and discharge dates, length of stay, etc., on hospital-wide or regional automated database;

Participates in other Medical Records functions, as assigned;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

Performs related duties as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of medical terminology; knowledge of the principles of the unit medical record system and its operation; working knowledge of the current HCPCS, CPT and ICD codes; ability to understand and code medical records; ability to communicate effectively both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position, thoroughness; sound judgment; tact; discretion; initiative; accuracy; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and either: (a) possession of the CCS or CCS-P credential; or (b) two years of experience where the primary function of the position was working with medical records in a healthcare setting; or (c) satisfactory completion of at least 30 college credits* which included courses in Medical Terminology and ICD Medical Records Coding or at least 6 credits in anatomy and physiology; or (d) satisfactory completion of a college certificate program in Medical Records Coding of at least 30 credits* or (e) a satisfactory equivalent combination of the foregoing training and experience but which must include the specialized coursework in Medical Terminology and ICD Medical Records Coding or 6 credits in anatomy and physiology.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.