

SUPERVISING MEDICAL RECORDS CODER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this class is responsible for supervising and coordinating the coding activities of the Medical Records Division at the Westchester Medical Center and the Taylor Care Center. The incumbent reviews procedures to ensure conformance with standards set by regulatory agencies, and monitors and assists with continuous quality improvement activities as required. Supervision is exercised over technical support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs and supervises the coding and indexing of diagnoses, operations and other medical information in patient charts;

Reviews the contents of medical records on an on-going basis to ensure completeness, accuracy, and conformance to standards set by regulatory agencies;

Provides information to physicians, third party reimbursement inquiries and other authorized sources, as requested;

Conducts data analysis and prepares detailed abstracts and reports periodically and as requested;

Analyzes reports, compiles and interprets data to provide management staff with information regarding trends;

Assists in development of policies and procedures for the Coding Unit, and the review and revision of existing policies and procedures;

Assists with budget preparation for the Medical Records Coding Unit;

Conducts employee training and evaluations in the accepted methods and procedures used in the coding of medical records;

May be responsible for monitoring and assisting with continuous quality improvement activities as requested;

Keeps abreast of current trends in the Coding field;

Attends meetings and conferences as required;

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)

May perform other incidental tasks, as needed. .

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the modern principles, practices, and procedures used in Medical Records Coding; thorough knowledge of the operation of a large hospital and its various divisions and their dependency on the Medical Records System; good knowledge of the laws, regulations and standards regulating and affecting the maintenance and dissemination of information from Medical Records; ability to supervise the work of others; ability to analyze situations and arrive at an effective solution; ability to establish and maintain effective working relationships with medical, professional, administrative and clerical personnel; ability to communicate clearly and 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; sound professional judgment; initiative; accuracy; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and eight years of experience in a Medical Records department of a hospital or other health care facility where the primary function of the position was coding inpatient and outpatient medical records, two of which must have involved coding emergency room or trauma cases, and two of which must have included addressing appeals to insurance denials.

SUBSTITUTION: Satisfactory completion of 30 credits towards a Bachelor's Degree* may be substituted on a year for year basis for up to four years of the general coding experience. There is no substitution for the specialized experience.

SPECIAL REQUIREMENT: Must be certified as a Certified Coding Specialist (CCS or CCS-P), Registered Health Information Administrator (RHIA), or Registered Health Information Technician (RHIT) by the American Health Information Management Association at the time of appointment.

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 Department of Education as a post-secondary, degree-granting institution.

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Job Class Code: C3029
Job Group: XII