

UW HEALTH JOB DESCRIPTION

Coding Assistant

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|-----------------------------|--------------------------------|-----------------------------------|------------------------|
| Job Code: 450001 | FLSA Status: Non Exempt | Mgt. Approval: Dept.Admin. | Date: June 2019 |
| Department: Multiple | | HR Approval: A. King | Date: June 2019 |

JOB SUMMARY

In accordance with prescribed national and UWH Coding Guidelines, the Coding Assistant supports coding staff with clerical functions. The role will navigate the electronic medical record (EMR) as well as other software applications to review accounts for complete and accurate documentation. The Coding Assistant works within the EMR work queues to ensure accuracy and timely submission of encounters, including from outreach locations. The Coding Assistant may assist the department with reporting, prior authorization, and priceline responsibilities as applicable.

MAJOR RESPONSIBILITIES

- Review reports for complete/accurate documentation for coding, including capture of insurance forms
- Track and follow up on Provider follow-up queries
- Reconcile and/or work department service encounters
- Assist coders with charge reconciliation
- Assist with the combined accounts workflow by routing accounts through the billing system
- May assist with basic non-coding edits pre- or post-claim follow up

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

| | | |
|---|-----------|--|
| Education | Minimum | High School diploma or equivalent required |
| | Preferred | Enrollment in or graduation from a Medical Coding Program |
| Work Experience | Minimum | |
| | Preferred | |
| Licenses & Certifications | Minimum | |
| | Preferred | |
| Required Skills, Knowledge, and Abilities | | <ul style="list-style-type: none"> • Knowledge of medical terminology • Current Procedural Terminology and International Classification of Disease 10th Edition (ICD-10) coding knowledge preferred • Knowledge of Epic preferred • Basic math skills • Anatomy and physiology knowledge preferred • Organizational skills • PC skills – working knowledge of Excel and Word strongly preferred • Effective communication skills, written and oral |

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

| | | | |
|--------------------------|-----------------------------|--------------------------|------------------------------|
| <input type="checkbox"/> | Infants (Birth – 11 months) | <input type="checkbox"/> | Adolescent (13 – 19 years) |
| <input type="checkbox"/> | Toddlers (1 – 3 years) | <input type="checkbox"/> | Young Adult (20 – 40 years) |
| <input type="checkbox"/> | Preschool (4 – 5 years) | <input type="checkbox"/> | Middle Adult (41 – 65 years) |
| <input type="checkbox"/> | School Age (6 – 12 years) | <input type="checkbox"/> | Older Adult (Over 65 years) |

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

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| Physical Demand Level | | Occasional Up to 33% of the time | Frequent 34%-66% of the time | Constant 67%-100% of the time |
|--|---|-------------------------------------|---|---|
| X | Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met. | Up to 10# | Negligible | Negligible |
| | Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree. | Up to 20# | Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls | Negligible or constant push/pull of items of negligible weight |
| | Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds. | 20-50# | 10-25# | Negligible-10# |
| | Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds. | 50-100# | 25-50# | 10-20# |
| | Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds. | Over 100# | Over 50# | Over 20# |
| List any other physical requirements or bona fide occupational qualifications: | | | | |

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.