

UW HEALTH JOB DESCRIPTION

Coding Quality Analyst

Job Code: 450008	FLSA Status: Non-Exempt	Mgt. Approval: R. Buol & J. McClain	Date: October 2020
Department: Coding & CDI		HR Approval: J. Theisen	Date: October 2020

JOB SUMMARY

In accordance with both Official and UW Health Coding Guidelines, the Coding Quality Analyst will assess and review the overall quality of coding on any accounts completed by Medical Coding Specialists (MCS). Quality reviews can be evaluated pre-bill or post-bill, ensuring adherence to workflows and ethical coding. The position requires advanced knowledge of outpatient coding (CPT, ICD-10-CM and HCPCS).

The incumbent is responsible for designing and implementing quality coding audit programs and communicating audit findings and recommendations to coding management. The position obtains statistics and the information necessary to assess risk for all areas of coding. In addition, the Coding Quality Analyst will assess the validity of external coding reviews from 3rd party auditors and Governmental agencies. The incumbent will review medical records where an external coding review has been received which may result in a change in reimbursement.

MAJOR RESPONSIBILITIES

- Apply official CPT and ICD-10 coding guidelines, internal guidelines, and Medicare/Medicaid specific coding instructions to review and analyze professionally coded services and coding queries
- Develop, conduct, and/or coordinate the audit process for coding quality, this includes but is not limited to: analyzing errors and formulating advice/education, identifying and advising staff on quality improvement opportunities, participating in individualized feedback for coding staff, and summarizing results and identifying trends for specific educational opportunities.
- Keep the Fiscal team updated on the status of proposed changes to Medicare reimbursement policies and procedures.
- Prepare summary reporting of the coding review results as requested
- Develop and implement organized monitoring system for the QA program structure
- Evaluate workflows and procedures to make recommendations for streamlining work processes.
- Develop and maintain functional training materials for all Outpatient Coding areas.
- Participate in other coding-related projects as assigned and provide general back-up for the Outpatient Coding Department.

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

JOB REQUIREMENTS

Education	Minimum	High School diploma or equivalent and Medical Coding Program Graduate
	Preferred	Graduate of a Health Information Technology program
Work Experience	Minimum	Three (3) years progressive coding experience
	Preferred	Three (3) years progressive coding experience in multiple specialties
Licenses & Certifications	Minimum	Certification as Certified Professional Coder (CPC), Certified Outpatient Coder (COC), Certified Inpatient Coder (CIC), Certified Coding Specialist (CCS), or Certified Coding Specialist Physician-Based (CCS-P) required.
	Preferred	Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA)
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Experience with coding concepts (Current Procedural Terminology (CPT), International Classification of Disease 10th Edition -Clinical Modification (ICD-10-CM), and Health Care Procedure Coding System (HCPCS) • Extensive knowledge of medical terminology • Experience using Microsoft Office (Excel, Word, PowerPoint, Visio) • Extensive knowledge of Anatomy and Physiology • Demonstrated capacity to work independently • Effective communication skills, written and oral • Proven organizational and time management skills • Strong interpersonal skills • Ability to work independently and self-motivate as well as motivate others • Ability to meet deadlines • Analytical skills with ability to manipulate and interpret data

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- Ability to problem solve and make independent decisions
- Ability to multi-task
- Ability to collaborate and promote teamwork

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.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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#
<input type="checkbox"/>	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#
<input type="checkbox"/>	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.