

UW HEALTH JOB DESCRIPTION

Coding Quality Analyst - PB

| | | | |
|-----------------------------------|--------------------------------|--------------------------------|-------------------------|
| Job Code: 450015 | FLSA Status: non-exempt | Mgt. Approval: R. Buol | Date: April 2021 |
| Department: Coding and CDI | | HR Approval: J. Theisen | Date: April 2021 |

JOB SUMMARY

The Professional Coding Quality Analyst is responsible for reviewing the documentation and billing of UW Health and SAH to ensure compliance with governmental and third-party payer regulations. This position collaborates with internal staff in development of improved capabilities in the areas of documentation, coding, and compliance.

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

The incumbent is responsible for designing and implementing quality coding review programs and communicating review findings and recommendations to coding management. The position obtains statistics and the information necessary to assess risk for all areas of coding.

MAJOR RESPONSIBILITIES

- Responsible for quality reviews of professional coders within UW Health and SAH across multiple specialties. Conduct internal reviews of documentation and billing on a timely basis. Obtain and review medical records and other documentation to review and ensure compliance.
- Identify coding and billing risk areas, conduct focused reviews. Ensure accurate coding by utilizing official coding resources, Medicare and Medicaid manuals and policies and third-party payer resources as referenced in the Authoritative Sources policy.
- Develop, conduct, and/or coordinate the review 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.
- Collaborate with Coding Education Specialist and Business Integrity (compliance) teams on coder education opportunities.
- Apply official CPT/HCPCS and ICD-10 coding guidelines, internal guidelines, and state specific Medicare/Medicaid coding instructions to review and analyze professionally coded services and coding queries
- 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.

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

JOB REQUIREMENTS

| | | |
|-----------------|-----------|---|
| Education | Minimum | High School diploma or equivalent and graduate of a Medical Coding Program. Two (2) years of Coding experience may be considered in lieu of the medical coding program in addition to the experience below. |
| | Preferred | Bachelor's degree in a health care related field Graduate of a Health Information Technology program |
| Work Experience | Minimum | 3 years of related coding or review experience in a health care setting |

UW HEALTH JOB DESCRIPTION

| | | |
|---|-----------|---|
| | Preferred | 5 years multi-specialty professional coding experience in an academic medical center |
| Licenses & Certifications | Minimum | Certified Professional Coder (CPC), or Certified Coding Specialist (CCS), or Certified Inpatient Coder (CIC), or Certified Outpatient Coder (COC), or Certified Coding Specialist Physician-Based (CCS-P) |
| | Preferred | Certified Professional Medical Auditor (CPMA), Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA) |
| Required Skills, Knowledge, and Abilities | | <ul style="list-style-type: none"> • In depth knowledge of coding process, coding software systems, and electronic medical records • Excellent written and oral communication skills • Experience with word processing, spreadsheets and database software • In depth knowledge of Official Coding and Clinical Documentation Guidelines • Strong working knowledge of medical terminology • Proven knowledge of CPT and ICD-10 coding • Strong understanding of locating and using Medicare rules and regulations • Ability to analyze, research and problem solve complex issues • 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 |

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 |
|--|---|--|---|---|
| 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 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 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: | | Physical Activity: Mobility to retrieve information, present review findings and attend meetings/conferences; duties may require bending, reaching, pushing, and reaching both upward and outward Work/Environmental: Moderate noise level consistent with an | | |

UW HEALTH JOB DESCRIPTION

| | |
|--|--|
| | <p>office environment; involves travel within the medical center or clinics, statewide or nationally as required</p> <p>Personal/Physiological: Frequent interaction with and working around people, making judgements in emergency situations, directing the work of others, frequent changes in volume of work, intra-organizational and external communication and additional education/seminars to keep abreast of current trends</p> |
|--|--|

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.