UW HEALTH JOB DESCRIPTION

Coding Quality Analyst - Inpatient

Job Code: 450014	FLSA Status: Non-Exempt	Mgt. Approval: C. Riemer	Date: October 2020
Department : Coding/44050		HR Approval: J. Theisen	Date: October 2020

JOB SUMMARY

Under general supervision, the Coding Quality Analyst Inpatient will assess the overall quality of coding on any accounts submitted to billing. The incumbent will review medical records prior to release and alert management to potential coding or DRG issues. This position will also be responsible for daily operational activities, including but not limited to responding to coding questions, performing Quality Audits, training new employees and providing ongoing education for all inpatient coding staff.

The incumbent is responsible for designing and implementing quality coding audit programs and communicating audit findings and recommendations to the Manager and Supervisor. The position obtains statistics and the information necessary to maintain an audit risk assessment system for all auditable areas. The Coding Quality Analyst Inpatient will also participate in the DRG Reconciliation review process in collaboration with the Clinical Documentation Integrity (CDI) Team, including Quality Analysts, Specialists, Manager and Supervisor.

In addition, the incumbent will assess the validity of external coding reviews from governmental and non-governmental parties. The incumbent will review medical records based on external coding reviews which may result in changes to reimbursement, and the incumbent will participate in the denial appeal process.

As assigned by the Inpatient Manager and/or Supervisor, the incumbent has the authority to review and evaluate all coding areas within UW Health. The incumbent must conduct audit work in compliance with the standards for the professional practice as identified by Official Coding Guidelines and any other applicable official resources.

MAJOR RESPONSIBILITIES

- Review and evaluate diagnosis/procedure codes assigned on accounts as requested by RAC/MIC or other external auditors; apply appropriate Official Coding Guidelines, UW Health internal coding guidelines and CMS regulations to review and analyze coded inpatient records.
- Design and implement quality audits that adequately reflect established policies and procedures using standard auditing techniques. Summarize results for coding management or other internal groups as appropriate and participate in feedback and coaching to individual coders based on findings.
- Maintain a database of external coding reviews to track potential areas of concern. Prepare summaries and reporting based on coding review results.
- Thoroughly review coded accounts and recommend coding changes where applicable. Evaluate workflows and procedures to gain efficiencies and strengthen controls; report all significant audit findings to Inpatient Coding Manager and/or Supervisor. Prepare and maintain all completed audits, documenting the basis for recommended changes.
- Provide feedback of audit results to coding staff in a professional manner and emphasize the educational properties of the audit; prepare and present educational materials to coding staff as appropriate.
- Review and respond to coding questions from staff on current charts in a clear and concise manner.
- Participate in the DRG Reconciliation process in collaboration with the CDI Team and keep Fiscal updated on status of proposed DRG changes.
- Compose appeal letters in a professional and objective manner.
- Participate in other coding quality/DRG analysis projects as assigned.
- Assist in the training of new employees by developing training curriculum and orienting new employees to the facility's coding practices, internal guidelines and workflows. Mentor and coach coding staff, as appropriate and provide general back-up for the Inpatient 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 of progressive acute care hospital inpatient coding experience to include experience coding Medicare DRG's

	Preferred	• More than five years of inpatient coding experience in an academic medical center. • Experience with coding quality improvement projects • Training experience
Licenses & Certifications	Minimum	Certified Coding Specialist (CCS), or Certified Inpatient Coder (CIC)
	Preferred	Registered Health Information Technician (RHIT), Registered Health Information Administrator (RHIA)
Required Skills, Knowledge, and Abilities		• Training in the use of ICD-10-CM and ICD-10-PCS coding systems • Formal training in reimbursement systems--IPPS, DRGs, etc. • Advanced knowledge of, but not limited to, current Official Coding Guidelines and methodologies, MS-DRGs, APR-DRGs, the ICD-10-CM/PCS coding systems and conventions. • Extensive knowledge of medical terminology, anatomy and pathophysiology, pharmacology and ancillary test results • Extensive knowledge of complex medical and coding concepts encountered in an Academic Medical Center and Level 1 Trauma Center • Advanced knowledge of regulatory requirements of Inpatient Prospective Payment System (IPPS) and other payer requirements • Strong communication skills (interpersonal, verbal and written). • Proficiency in Office applications (Excel and Access) preferred • Proven skills in use of encoder grouping and abstracting software • Excellent organizational skills, and ability to meet deadlines • Excellent analytical skills • Excellent interpersonal skills • Ability to work independently • Ability to exercise good judgment

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,

	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		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
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#**

	50-100#	25-50#	10-20#
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.