

UW HEALTH JOB DESCRIPTION

Medical Coding Lead

Job Code: 450006	FLSA Status: Non Exempt	Mgt. Approval: J. McClain & R. Buol	Date: January 2020
Department: Multiple		HR Approval: J. Theisen	Date: January 2020

JOB SUMMARY

In accordance with National and UW Health Coding Guidelines, the Medical Coding Lead assists the Coding Supervisor/Coding Coordinator with oversight of daily coding operations. This may include work volume and distribution, workflow evaluations and testing. This position may also include reviewing and reconciling reports, providing coding training within the Coding Department and performing research on coding issues.

MAJOR RESPONSIBILITIES

- Responsible for assisting with the day to day oversight of coding staff, which may include establishing staff schedules and deployment, reviewing employee time records and providing feedback to supervisor/coordinator on coder performance.
- Responsible for monitoring coding work queues, including deployment of coders to areas of greatest need.
- Monitor coding operations with respect to workflows and regular reporting: evaluate workflows for maximum efficiencies and problem solve work queue issues when accounts/charges are not flowing properly, making recommendations as necessary. Maintain updated documentation of all workflows.
- Responsible for answering charging, coding, Epic or other software related questions from Coders, CDI, clinical and Revenue Cycle staff.
- Review and reconcile missed charge reports and maintain all Encounter forms (MF clinics).
- Serve as point of contact with IS counterparts for Epic and other application testing and maintenance. Contact appropriate teams regarding system charging errors or missed charges when applicable.
- Create and distribute the coding tip newsletter to appropriate parties.
- Assist with education in-services for physicians, other providers and clinical staff relating to documentation, coding and charging guidelines.
- Contribute to the maintenance of UW Health's internal coding guidelines and partner with departments and/or UW Health teams to ensure all documentation is available for coding.
- Perform research, run various reporting and assist with general coding as needed and as requested.

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 Education
	Preferred	Associate or bachelor's degree in a healthcare related field
Work Experience	Minimum	Three (3) years progressive coding experience
	Preferred	More than five (5) years of coding experience in an academic medical center
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) or a Certified Coding Associate (CCA) required.
	Preferred	Registered Health Information Technician (RHIT), Registered Health Information Administrator (RHIA)
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Ability to ensure a high level of customer satisfaction including employees, patients, visitors, faculty and other departments within UWHC/UWMF. • 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 as well as in a team environment • Effective communication skills, written and oral • Comfortable presenting formal presentations to both large or small groups or individuals • Proven organizational and time management skills • Strong interpersonal skills

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- 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
- 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,

	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 docket, 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.