UW HEALTH JOB DESCRIPTION

Medical Coding Lead - Inpatient

Job Code: 450007	FLSA Status: Non Exempt	Mgt. Approval: C. Riemer	Date: January 2020
Department: Coding & CDI		HR Approval: J. Theisen	Date: January 2020

JOB SUMMARY

In accordance with National and UW Health Coding Guidelines, the Medical Coding Lead – Inpatient assists the Inpatient Coding Supervisor with oversight of daily inpatient coding operations. This work includes work queue review, prioritization of accounts, workflow evaluation, trouble shooting and testing, running daily reports and preparing productivity reports, and data collection. This position may also include coding accounts, assisting with Coder training, working with the Billing, Health Information and other Departments, 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.
- Review and work accounts routing to specialty work queues
- Responsible for answering charging, coding, Epic or other software related questions from Coders, CDI, clinical and Revenue Cycle staff.
- Serve as point of contact with IS counterparts for Epic and other application testing and maintenance
- Create and distribute the coding tip newsletter to appropriate parties, as appropriate
- Assist with education in-services for physicians, other providers and clinical staff relating to documentation, coding and charging guidelines. Participate in new coder training.
- 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. Update daily tracking spreadsheets and weekly productivity spreadsheets.
- Assist with coding back-up as needed

**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	Graduate of a Health Information Technology program
Work Experience	Minimum	Three years progressive inpatient coding experience
	Preferred	More than five years of inpatient coding experience in an academic medical center
Licenses & Certifications	Minimum	Certified Coding Specialist (CCS), Certified Inpatient Coder (CIC) required
	Preferred	Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA)
Required Skills, Knowledge, and Abilities		- 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 understanding of Clinical Documentation Integrity program - Strong communication skills (interpersonal, verbal and written). - Proficiency in Office applications (Excel and Access)

	- Proven skills in use of encoder grouping and abstracting software - Excellent organizational and time management skills, and ability to meet deadlines - Demonstrated analytical and problem-solving skills, with ability to quickly analyze a situation and prioritize action items - Demonstrated capacity to work independently as well as in a team environment - Ability to work closely with and motivate others - Ability to collaborate and promote teamwork - Familiarity with the external reporting aspects of healthcare - Knowledge of external auditing programs; ex.: Recovery Audit Contractor (RAC), Office of the Inspector General (OIG), third-party payors.

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#**
	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.