

UW HEALTH JOB DESCRIPTION

Medical Coding Specialist I

Job Code: 450002	FLSA Status: Non-Exempt	Mgt. Approval: R. Buol	Date: February 2024
Department: Revenue Cycle - Coding		HR Approval: B. Haak	Date: February 2024

JOB SUMMARY

In accordance with both Official and UW Health Coding Guidelines, the Medical Coding Specialist I determines the appropriate ICD-10-CM, CPT, CDT, and HCPCS codes for providers and facility services based on clinical documentation. This position may include professional component coding of inpatient facility, outpatient facility, non-facility and/or professional fee agreements and/or the facility/technical component. This position may also include some charge entry for outreach billing.

MAJOR RESPONSIBILITIES

- Review information available in the electronic medical record and/or paper record to accurately code the episode of care.
- Utilize available encoder, grouper software and other coding resources to determine the appropriate ICD-10-CM, CPT, and/or HCPCS including Evaluation and Management (E&M) codes.
- Maintain an understanding and apply knowledge of National Correct Coding Initiatives (NCCI), Local Coverage Documents and National Coverage Documents (LCD/NCD) directives, Medically Unlikely Edits (MUEs), and Medicare Teaching Physician Guidelines, applying knowledge of applicable regulatory requirements and institutional guidelines to select appropriate codes and modifiers.
- Actively participate in and maintain coding quality and productivity processes
- Communicate directly with physician and non-physician providers to resolve conflicting provider documentation to establish a cause and effect relationships between conditions and further specify diagnoses and procedures documented within the medical record.
- Resolve payer denials and respond to inquiries from revenue cycle teams, processing charge corrections as appropriate.
- Navigate software workflows and processes in order to identify and resolve appropriate electronic rules and create efficiencies.

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

JOB REQUIREMENTS

Education	Minimum	High School diploma or equivalent and a graduate of or currently enrolled in a Medical Coding Program. In lieu of a Medical Coding education, an active coding certification is required.
	Preferred	Associate degree in a healthcare related field
Work Experience	Minimum	
	Preferred	One year of progressive coding experience
Licenses & Certifications	Minimum	Certification as Certified Professional Coder Apprentice (CPC-A), Certified Professional Coder (CPC), Certified Outpatient Coder Apprentice (COC-A), Certified Outpatient Coder (COC), Certified Inpatient Coder (CIC), Certified Coding Specialist (CCS), Certified Coding Specialist Physician-Based (CCS-P), or a Certified Coding Associate (CCA) within one year of hire.
	Preferred	Registered Health Information Technician (RHIT), Registered Health Information Administrator (RHIA)
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Knowledge of coding concepts (Current Procedural Terminology (CPT), International Classification of Disease 10th Edition-Clinical Modification (ICD-10), Code on Dental Procedures and Nomenclature (CDT), and Health Care Procedure Coding System (HCPCS)) • Knowledge of medical terminology • Experience using Microsoft Office (i.e., Excel, Word) • Knowledge of Anatomy and Physiology • Demonstrated capacity to work independently and in a team environment • Effective communication skills, written and oral

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.*

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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.