

UW HEALTH JOB DESCRIPTION

Medical Coding Specialist II

Job Code: 450004	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 II determines the appropriate ICD-10-CM, CPT, CDT, and HCPCS, or HCC codes for providers and facility services based on clinical documentation. This position may include coding multiple (sub)specialties, 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. The incumbent may also be responsible for provider and staff education.

MAJOR RESPONSIBILITIES

- Review information available in the electronic medical record and/or paper record to accurately code the episode of care in multiple specialty areas, including inpatient and outpatient settings.
- Utilize available encoder, grouper software, and other coding resources to determine the appropriate ICD-10-CM, CPT, and/or HCPCS including specialty specific codes and 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 cause and effect relationships between conditions and further specify diagnoses and procedures documented within the medical record.
- Provide ongoing feedback to physicians and other providers regarding coding guidelines and requirements. Assist with educational in-services for physicians, other providers, and clinic staff relating to documentation compliance as well as new policies and procedures related to billing.
- Resolve payer denials and respond to inquiries from revenue cycle teams, processing charge corrections as appropriate.
- Navigate software workflows and processes to identify and resolve appropriate electronic rules and create efficiencies.
- Participate in training new coding staff, as needed.
- HCC Specific responsibilities:
 - Reviews documentation to identify ICD-10-CM diagnoses, that map to a Risk Adjusted HCC ensuring the documentation meets all CMS standard requirements for valid HCC Submission
 - Participates effectively in Clinical Documentation initiatives and team meetings to promote quality across cross-functional departments.

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. In lieu of a medical coding education, an active coding certification is required.
	Preferred	Associate degree in a healthcare related field
Work Experience	Minimum	Minimum of one-year of progressive coding experience
	Preferred	Two years progressive coding experience in multiple specialties, HCC Risk adjustment Coding
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, or Certified Risk Adjustment Coder (CRC) required within one year of hire for HCC
	Preferred	Registered Health Information Technician (RHIT), Registered Health Information Administrator (RHIA)
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Experience with coding concepts (Current Procedural Terminology (CPT), International Classification of Disease 10th Edition-Clinical Modification (ICD-10-CM), Code on Dental Procedures and Nomenclature (CDT), Health Care Procedure Coding

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	System (HCPCS), Diagnosis Related Group (DRG), and Hierarchical Condition Categories (HCC) for HCC <ul style="list-style-type: none"> Extensive knowledge of medical terminology Experience using Microsoft Office (i.e., Excel, Word) Extensive 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. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>				
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.