

## UW HEALTH JOB DESCRIPTION

### Medical Coding Specialist II - FLOAT

Job Code: 450012	FLSA Status: Non Exempt	Mgt. Approval: Dept. Admin. & J. McClain & R. Buol	Date: January 2020
Department: Multiple		HR Approval: J. Theisen	Date: January 2020

#### JOB SUMMARY

In accordance with both Official and UW Health Coding Guidelines, the Medical Coding Specialist II Float determines the appropriate ICD-10-CM, CPT, CDT, and HCPCS 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.

The Float position is responsible for providing coding support on an as-needed basis to any or all clinical departments or sections. The Float position may also provide as-needed coverage to more than one department or section simultaneously. The Medical Coding Specialist II Float will not have specific and/or consistent coding responsibilities as s/he is responsible to the many unique departments and or specialties of UW Health.

#### 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.

**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 degree in a healthcare related field
Work Experience	Minimum	One-year of progressive coding experience
	Preferred	Two years progressive coding experience in multiple specialties
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"> <li>• 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 System (HCPCS), and Diagnosis Related Group (DRG)</li> <li>• Extensive knowledge of medical terminology</li> <li>• Experience using Microsoft Office (i.e., Excel, Word)</li> </ul>

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- Extensive knowledge of Anatomy and Physiology
- Demonstrated capacity to work independently and in a team environment
- Effective communication skills, written and oral

### 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
<b>X</b> <b>Sedentary:</b> 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.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
<b>Light:</b> 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.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
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.