

UW HEALTH JOB DESCRIPTION

Medical Coding Specialist II – HCC Coder

Job Code: 450026	FLSA Status: Exempt	Mgt. Approval: R. Buol	Date: June 2023
Department: Coding & CDI		HR Approval: B. Haak	Date: June 2023

JOB SUMMARY

The Medical Coding Specialist II – HCC Coder working under the direction of the Supervisor, determines the appropriate ICD-10-CM diagnoses codes based on clinical documentation that follows the Official Guidelines for Coding and Reporting and Risk Adjustment guidelines for Hierarchical Condition Categories (HCC). HCC Coding is a risk adjustment model designed to estimate future costs for patients. HCC coding relies on ICD-10-CM coding to assign risk scores to patients.

The incumbent reviews retrospective medical record documentation and ensures that the codes are appropriately assigned. The outcome will be documentation that accurately and completely captures the clinical picture/severity of illness/complexity of the patient while providing specific and complete information to be utilized in coding, profiling and outcomes reporting of both the facility and the physicians. The HCC Coder utilizes standards of compliance, specifically in OP compliant query processes and clinical knowledge to identify opportunities and to achieve results.

MAJOR RESPONSIBILITIES

- Review documentation available in the Medical Record to facilitate workflows that support the clinical picture/severity of illness/complexity of the patient care rendered to patients.
- Reviews medical records to ensure accurate codes are applied to the encounter.
- Utilize available encoder, grouper software, and other coding resources to determine the appropriate ICD-10-CM diagnosis codes mapped to HCCs.
- Actively participate in and maintain coding quality and productivity processes
- Collaborates with nursing or coding staff on retrospective medical record review for severity, accuracy, and quality issues.
- Ensure documentation in the medical record follows the official coding guidelines, internal guidelines and the AHIMA/ACDIS physician query brief.
- Create and analyze reports for coding improvement trending and high-level dashboards for ongoing monitoring and opportunities.
- 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 coding and documentation compliance as well as new policies and procedures related to billing.
- 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 (1) year of progressive coding experience
	Preferred	Two (2) years progressive coding experience in multiple specialties, HCC Risk adjustment Coding
Licenses & Certifications	Minimum	Certified Risk Adjustment Coder (CRC) or Certified Professional Coder (CPC) and/or Certified Clinical Documentation Specialist- Outpatient or Certified Documentation Expert Outpatient (CDEO) 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"> • Willing to work as a team – innovation and collaboration is a priority • Experience with an Electronic Medical Record (EMR) • Knowledge of AHA coding guidelines and methodologies: HCCs, ICD-10-CM coding guidelines, Office of Inspector General (OIG) and Federal and State regulations • Extensive knowledge of medical terminology, anatomy, and pathophysiology, pharmacology, and ancillary test results • Strong organization and analytical thinking skills – detail oriented • Proficient with Microsoft Office applications (Outlook, Word, Excel) • Demonstrates critical thinking skills, able to assess, evaluate, and teach • Self-motivated and able to work independently without close supervision • Strong communication skills (interpersonal, verbal and written)

UW HEALTH JOB DESCRIPTION

	<ul style="list-style-type: none"> Medical Record audits and review Familiarity with the external reporting aspects of healthcare Familiarity with the business aspects of healthcare, including prospective payment systems 			
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 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.