Apprentice – Inpatient Coder

Job Code: 410080	FLSA Status: Non-Exempt	Mgt. Approval: C. Riemer	Date: March 2024
Department: Rev Cycle - Coding		HR Approval: B. Haak	Date: March 2024

JOB SUMMARY

The primary duty of the Apprentice – Inpatient Coder role is to take the coding concepts learned in the Inpatient Medical Coding Apprentice program and apply them to actual coding scenarios using available electronic medical records and related applications, such as an Encoder and Computer Assisted Coding (CAC) software. The hands-on learning opportunity will take place in a remote classroom setting under the direct mentorship of the Program Manager using a variety of education modalities, including online modules, webinars, team meetings, focused 1:1 mentoring/coaching sessions. This opportunity will include exposure to a variety of inpatient medical records. Upon successful completion of the Apprentice Program students will be eligible to apply for a permanent inpatient coding position at UW Health.

MAJOR RESPONSIBILITIES

1. Apply coding concepts learned to real world cases in an organized classroom environment under the mentorship of experienced Trainers and Medical Coders.
2. Review information and provider documentation in the electronic medical record and other available departmental clinical information systems to assign ICD-10-CM and ICD-10-PCS codes accurately and completely to inpatient medical cases. The Official Guidelines for Coding and Reporting and UW Health internal coding guidelines established will be applied.
3. Utilize the electronic medical record, the Computer Assisted Coding (CAC) and Encoder applications available to assign the correct MS-DRG or APR-DRG for each case.
4. Use on-line resources and reference materials appropriately.
5. Practice situations in which direct communication with the Clinical Documentation Integrity Specialist (CDI) team and the Physicians or Advanced Care Providers is necessary to clarify documentation or gain additional information,
6. Practice the resolution of coding and charging issues captured by edits in the various Epic work queues.
7. When appropriate, abstract required medical and administrative data, verifying applicable care providers, medical record number, account number and visit times and dates.
8. Make changes to provider selected procedures and diagnosis codes when additional documentation supports the changes.
9. Understand regulatory/compliance requirements.
10. Engage in coding quality assurance and self-audit activities.
11. Participate in periodic assessments, quizzes, and tests.
12. Complete all classroom and coursework with a passing grade.
13. Attend and actively participate in staff meetings and huddles.
14. Communicate effectively with Program Manager and other team members.
15. Engage in quality improvement projects.
16. Read and respond to email communications.

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

JOB REQUIREMENTS

Education	Minimum	High School Diploma or equivalent
	Preferred	Graduate of an approved medical coding program or Health Information Technology program
Work Experience	Minimum	One (1) year of prior work experience in a health care related field
	Preferred	One (1) year of prior work experience in a Health Information Management (HIM) related field or in physician/clinic or outpatient medical coding
Licenses & Certifications	Minimum	None
	Preferred	Certified Coding Associate (CCA)
Required Skills, Knowledge, and Abilities		• Ability to learn computer and application skills as applicable to role (will need to develop proficiency in Epic). • Desire to learn coding concepts and gain hands-on experience in hospital inpatient facility coding. • Effective verbal and written communications skills • Ability to work in a virtual classroom setting as well as independently

UW HEALTH JOB DESCRIPTION

	• Ability to work effectively in a remote work environment using time management skills • Attention to detail • Ability to prioritize and problem solve • Ability to make judgments in demanding situations. • Ability to maintain patient confidentiality and privacy. • Self-motivated & directed with regard to an increasing level of understanding and knowledge.

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.