



**Premier Surgical Associates, PLLC**

**JOB DESCRIPTION**

**POSITION:** Medical Coder

**REPORTS TO:** Revenue Cycle Director

**SUMMARY OF POSITION:** Responsible for billing research and processing, as directed. Serves as back up to others as warranted by time off.

**ESSENTIAL FUNCTIONS:**

- Maintain current certification and knowledge of ICD-10 and CPT codes as well as CCI and MCO reimbursement policies.
- Process appeals for denied claims. Review EOB (Explanation of Benefits) and account to determine why the claim was denied. Prepare any correspondence and appeal the denial to the insurance company as appropriate. Correct any information necessary in the Practice management system so that proper charges are reflected and on the appeal.
- Follow-up on open encounters and missing chart documentation.
- Provide information to the insurance companies in a timely manner upon receipt of a request for medical records related to a pre or post claim review.
- Read OP notes and determine correct codes (CPT, ICD-10) based on documentation for optimal reimbursement.
- Work with Cash Posters and Patient Account Reps to identify issues that need close follow up.
- Work with physicians, site managers, office staff and CBO office staff to determine correct codes.
- Review hospital systems for most up to date patient and procedure information.
- Enter surgery charges as needed. Flag claims that need to be sent via paper or need additional attention by the Insurance Biller.
- Maintain coding skills by attending appropriate training classes, reviewing Medicare bulletins, journals, etc.
- Assist the biller as needed in filing paper claims for unlisted and Modifier 22 claims with proper documentation.
- Maintain and keep current all tasks assigned.
- Update patient demographics, as necessary.
- Maintains strict confidentiality of PHI (Protected Health Information) following Premier HIPAA (Health Insurance Portability and Accountability Act) policy and government regulation. Maintains strict confidentiality of employee information.
- Any other duties assigned by the Billing Director or COO.

The jobholder must demonstrate current competencies and experience applicable to the job position.  
**EDUCATION:** High School diploma or GED.

**EXPERIENCE:** Minimum of five years' experience with medical coding, surgical practice experience is a plus.

**REQUIREMENTS:** CPC preferred. Will consider non-certified professional with excellent work experience.

**Knowledge:**

- Knowledge of medical billing and collections practices and Premier billing policy.
- Knowledge of computers and computer programs, preferably medical billing programs.

**Skills:**

- Skill in planning, organizing.
- Skill in using computers and office equipment.
- Skill in customer service principles by using appropriate phone protocol.
- Skill in dealing with high volume of detailed information.

**Abilities:**

- Ability to deal courteously with patients, office staff and insurance personnel.
- Ability to communicate effectively and clearly, written and verbal.
- Ability to organize and prioritize tasks effectively, written and verbal.
- Ability to pay attention to very detailed tasks and follow up frequently.
- Ability to work effectively as a team member with co-workers, physicians, CEO and other staff.
- Ability to type 45 wpm.

**PHYSICAL REQUIREMENTS:**

Lifting up to:	Average % of time during regular shift devoted to:			
	Standing	Walking	Squatting	Sitting
<input type="checkbox"/> 5 lbs.	<input type="checkbox"/> 0-20	<input type="checkbox"/> 0-20	<input type="checkbox"/> 0-20	<input type="checkbox"/> 0-20
<input type="checkbox"/> 20 lbs.	<input type="checkbox"/> 21-40	<input type="checkbox"/> 21-40	<input type="checkbox"/> 21-40	<input type="checkbox"/> 21-40
<input type="checkbox"/> 40 lbs.	<input type="checkbox"/> 41-60	<input type="checkbox"/> 41-60	<input type="checkbox"/> 41-60	<input type="checkbox"/> 41-60
<input type="checkbox"/> 60 lbs.	<input type="checkbox"/> 61-80	<input type="checkbox"/> 61-80	<input type="checkbox"/> 61-80	<input type="checkbox"/> 61-80
<input type="checkbox"/> Over 60 lbs.	<input type="checkbox"/> 81-100	<input type="checkbox"/> 81-100	<input type="checkbox"/> 81-100	<input type="checkbox"/> 81-100
Pushing up to:	Indicate % of time employee must perform each activity			

	0-20	21-40	41-60	61-80	81-100
<input type="checkbox"/> 25 lbs. <input type="checkbox"/> 50 lbs. <input type="checkbox"/> 150 lbs. <input type="checkbox"/> 250 lbs.					
<b>Manual Dexterity:</b>	<b>Repetitive Motion:</b>				
<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High	Right hand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Left hand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Right foot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Left foot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	N/A	<input type="checkbox"/>			
	<b>Bending:</b>				
	to waist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	to floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	N/A	<input type="checkbox"/>			
<b>Other:</b> _____ _____ _____ _____	<b>Reaching:</b>				
	to shoulder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	above shoulder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	N/A	<input type="checkbox"/>			