

**TITLE:** Business Office – Coder/Charge Poster II  
**CLASSIFICATION:** Hourly  
**HOURS OF WORK:** Full time, Monday - Friday  
**REPORTS TO:** Business Office Manager

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **SUMMARY**

The Business Office Coder/Charge Poster II is responsible to ensure the proper completion of electronic health records and proper assignment of ICD-10-CM, HCPCS II, and CPT-4 codes. Assumes responsibility and is accountable for adherence to WC policies and procedures, as well as all applicable federal and state laws as they pertain to healthcare.

### **ESSENTIAL DUTIES**

- Reviews entered charges against daily schedule, hospital records, EMR documentation and fee tickets to ensure accurate posting and no missed charges, maintaining compliance with company, federal and third party insurance carrier billing rules and regulations.
- Performs comprehensive review of records to ensure the presence of all component parts, including but not limited to: patient and record identification, required signatures and dates, and all other necessary data which appear to be indicated by the nature of the treatment rendered.
- Reviews records, analyses provider documentation and ensures that ICD-10-CM codes, HCPCS-II codes, and CPT-4 codes are present and accurate for all diagnoses, procedures, and services performed prior to billing, making changes when necessary and appropriate.
- Performs chart compliance audits to evaluate compliance with federal and state regulatory bodies.
- Provides training to providers and support staff on coding requirements, regulations, and procedures to reduce future errors or omissions, and to ensure compliance.
- Reviews and takes corrective action on rejected and denied claims as appropriate or assigned.
- Maintains knowledge of and accurately follows coding guidelines and legal requirements to ensure compliance with federal and state regulations.
- Answers incoming business office phone calls. Assists other departments and patients with business office questions in a courteous and respectful manner.
- Promotes, establishes, and maintains open and effective communications with all members of WC.
- Responsible for protecting Personal Health Information (PHI) and maintaining compliance with WCs Privacy Policy. Uses the minimum PHI necessary when completing assignments. Reports compliance issues appropriately.

### **SECONDARY DUTIES**

- Assumes responsibility for various department functions in the absence of staff members or in overload situations.
- Completes assigned compliance and/or competency training.

- Participates actively and helpfully in special committees as assigned by management and/or physicians.
- Any other duties as defined by management or physicians.

#### **SUPERVISORY RESPONSIBILITY**

This position does not supervise any employees.

#### **EDUCATION AND EXPERIENCE**

Minimum of a High School Diploma and Certification in Medical Coding or CPC certification. Two years' experience using ICD-10-CM, HCPCS II or equivalent combination of education and/or experience.

#### **COMPETENCIES**

- Advanced knowledge of federal and state laws and regulations affecting coding requirements.
- Advanced knowledge of official coding conventions and rules established by the American Medical Association (AMA) and the Center for Medicare and Medicaid Services (CMS) for assignment of diagnostic and procedural codes.
- Intermediate computer skills, including familiarity with Microsoft Office products, and medical office billing and medical records software.
- Exceptional organizational and time management skills to ensure maximum productivity.
- Exceptional verbal, written, and interpersonal communication skills with the ability to apply common sense; to carry out instructions and instruct others; and to speak clearly and effectively with clients, employees and management.
- Exceptional attention to detail in order to effectively identify and correct coding errors and perform basic math functions.
- Ability to deal with complex problems involving multiple facets and variables in non-standardized situations.
- Ability to apply good judgment in decision making.
- Ability to work with minimal supervision while performing duties and to accomplish assigned work in a timely manner.

#### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. This position will occasionally have exposure to contagious diseases; bodily fluids including blood; toxic substances; medicinal preparations and other conditions common to a clinical environment.

This position requires 10-20% travel to other office locations for meetings, training, and to provide support to offices and staff as needed.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

- Constantly requires close visual acuity to perform an activity such as viewing a computer terminal; reading; and analyzing data.

- Constantly required to talk, hear, and convey or exchange information in a clear and concise manner.
- Constantly uses arms, hands and fingers for grasping, pushing/pulling, twisting/turning of wrists, and manipulating in the performance of various clerical duties such as typing, writing, and maintaining files; and/or to operate office equipment.
- Frequently required to stand, walk, and/or move about the office to assist physicians, patients, and to accomplish tasks.
- Occasionally required push, pull, reach, and/or transport supplies and or equipment to various locations within the office. Up to 50 pounds.
- Occasionally required bend, sit, stoop and stretch.