

APPLY IN PERSON AT:
Human Resources Department
909 Packerland Drive
Green Bay, WI 54303



OR MAIL TO:
Human Resources Department
P.O. Box 365
Oneida, WI 54155-0365

APPLY ONLINE AT:
<http://oneida-nsn.gov>

A good mind. A good heart. A strong fire.

Phone: (920) 496-7900
Fax: (920) 496-7490
Job Line: 1-800-236-7050

JOB DESCRIPTION

SECOND POSTING OPEN TO ALL APPLICANTS

POSITION TITLE: Coder
POSITION NUMBER: 00064
DEPARTMENT: Administration
LOCATION: 525 Airport Road Oneida WI
DIVISION: Community Health
RESPONSIBLE TO: Medical Records Supervisor
SALARY: NE11 \$16.14/HR (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: September 26, 2016
CLOSING DATE: Until Filled
Transfer Deadline: September 26, 2016
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

This position will coordinate the processing of fees for professional services provided to patients, for the purpose of reimbursement. Analyze patient medical records to assure that documentation by providers conforms to legal and procedural requirements. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Collect, sort, organize, evaluate, and file medical records for completeness and accuracy.
2. Assign specified codes to medical diagnoses and/or clinical procedures.
3. Interact with physicians and other providers regarding billing and documentation policies and procedures.
4. Analyze and interpret patient medical records to identify and determine amount and nature of billable services; assign and sequence appropriate diagnostic/procedure billing codes in compliance with requirements of third party payer requirements.
5. Interact with physicians and other patient care providers regarding billing and documentation policies, procedures, and regulations; obtains clarification of conflicting, ambiguous, or non-specific documentation.
6. Monitor billing performances to ensure optimal reimbursement while adhering to regulations prohibiting unbundling and other questionable practices; prepare periodic reports for clinical staff identifying unbilled charges due to inadequate documentation.
7. Interact with department heads and other administrative staff regarding implementation of new codes and revision of charge documents.
8. Research inquiries from providers and patients about fees, reimbursements, and denials.
9. Monitor external data sources to ensure receipt and analysis of all charges.
10. Ensure strict confidentiality of financial and medical records.
11. Follow established departmental policies, procedures, and objectives, continuous quality improvement objectives, and safety and environmental standards.
12. Contribute to a team effort and accomplish related results as required.
13. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.

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DUTIES AND RESPONSIBILITIES: (Cont.)

14. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently stand reach with hands and arms; and talk and hear.
2. Occasionally sit, stoop, kneel, crouch, or crawl; lift and/or move up to twenty-five (25) pounds.
3. Work is generally performed in an office setting.
4. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.
5. A Tuberculosis (TB) Screening and/or TB Skin Test are required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
2. Knowledge of medical terminology.
3. Knowledge of patient care charts and patient histories.
4. Knowledge of auditing concepts and principles.
5. Knowledge of legal and policy constraints pertaining to patient billing.
6. Knowledge of current and developing issues and trends in medical coding procedures requirements.
7. Knowledge of ICD-10, HCPC and/or CPT medical billing codes.
8. Skill in operating business computers and office machines, including word-processing, spreadsheets, database software programs, POS system and e-mail.
9. Skill in preparing and maintaining patient records.
10. Ability to gather data, compile information, and prepare reports.
11. Ability to analyze and solve problems.
12. Ability to analyze complex medical records and identify billable services.
13. Ability to maintain quality and safety standards.
14. Ability to use independent judgment and to manage and impart confidential information.
15. Ability to communicate technical information to non-technical personnel.
16. Ability to communicate effectively in the English language, both verbally and in writing.
17. Ability to establish and maintain professional relationships with the public and co-workers.
18. Ability to handle multiple tasks and meet deadlines.
19. Strong customer service orientation.
20. Ability to demonstrate excellence and continually seek improvement in results.
21. Ability to prepare and maintain written records and reports.
22. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
23. Must complete Health Insurance Portability and Accountability Act (HIPAA) training prior to employment. **(Training will be administered by the Human Resource Department.)**
24. Must be willing and able to obtain additional education and training.
25. Must pass a pre-employment drug screening. Must adhere to the Oneida Nation's Drug and Alcohol Free Workplace Policy during the course of employment.
26. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation's Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
27. A valid driver's license, reliable transportation and insurance. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and tribal vehicle under the Oneida Nation's Vehicle Drivers Policy prior to actual start date. Must maintain drivers' eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

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MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. High School Diploma, HSED Diploma or GED Certification; applicants age 50 and older are exempt from this requirement; six (6) months experience as a medical coder.
2. Professional Medical Coding Certificate.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**