Medical Records Technician/Medical Coder

COWLITZ INDIAN TRIBE
DEPARTMENT OF HUMAN RESOURCES JOB ANNOUNCEMENT

POSITION DESCRIPTION
Title: Medical Records Technician/Medical Coder
Schedule: Monday through Friday
Location: Longview, WA
Opening Date: November 30, 2015
Hours: 8 a.m. to 5 p.m.
Salary Range: $14.00 to $16.00 per hour
Closing Date: December 30, 2015

Position Summary: Under the supervision of the Coding Supervisor, the coder performs coding and billing functions required to submit clean claims to third-party payers. This position is responsible for abstracting clinical information from a variety of medical records and assigning appropriate ICD, CPT, and HCPCS codes according to established coding guidelines.

Essential Functions:

High level of accuracy in data entry

Usual duties will include scanning documents into EHR system.

Fax documents to other agencies as needed

Match letter and number codes to medical treatments, diagnoses, and medications

Accurately code visits

Check medical records for doctors and nurses notes, lab tests, and ex-rays that explain what treatments the patient received

Know insurance plans, regulations, codes and guidelines

Knowledge of release of information

Completes required forms

Creates and prints fax cover sheets, reports, and other documents when necessary

Performs other clerical duties as needed, such as filing, photocopying, collating and scanning documents
Must be able to maintain patient information and medical records confidential as required by the Federal Privacy Act and Tribal Policies

Minimum Job Qualifications:

High school diploma or an equivalent.

Medical Coding Certification

Must have knowledge of medical coding ICD9, ICD10 and CPT codes

Familiarity with EHR system and the scanning peripherals used for scanning records into the EHR system

Must be well organized and be a self-starter

Understanding of medical terminology, anatomy and physiology

Must submit and pass drug screening and criminal background check

The Cowlitz Indian Tribe is an Equal Opportunity Employer, and a Drug & Alcohol-Free workplace.

Except as provided by Title 25 CFR, Section 472 which allows for Indian preference in hiring, the Cowlitz Indian Tribe does not discriminate on the basis of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership or non-membership in an employee organization.

Please mail resume and cover letter to:
Human Resources Department
Cowlitz Indian Tribe
P.O. Box 2547
Longview, WA 98632