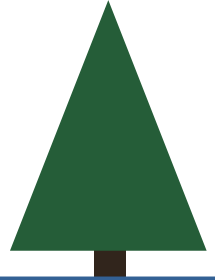




St. Croix Regional Family Health Center



Medical Coder

Department: Finance

Reports to: Chief Financial Officer

Effective date: 07/09/2024

Reviewed:

SUMMARY OF FUNCTIONS:

The coder ensures patient invoices are appropriately coded.

MAJOR DUTIES AND RESPONSIBILITIES:

- Abides by the organization's compliance program and requirements.
- Account for coding and abstracting of patient encounters.
- Research and analyze data needs for reimbursement.
- Make sure that codes are sequenced according to government and insurance regulations.
- Ensure all medical records are filed and processed correctly.
- Analyze medical records and identify documentation deficiencies.
- Serve as resource and subject matter expert to other staff members.
- Review and verify documentation for diagnoses, procedures, and treatment results.
- Identify diagnostic and procedural information.
- Performs all other duties, as assigned by supervisor.
- Develops and sustains positive working relationships within SCRFHC team.

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS:

- High School Diploma or G.E.D.
- Certification required or willing to obtain.
- Proficient computer skills.
- Experience with coding software.
- Strong verbal and written communication skills, organizational abilities, detail oriented.