



POSITION TITLE

MEDICAL RECORDS TECHNICIAN (CODER)

JOB CLASSIFICATION:

NON-EXEMPT

TITLE OF IMMEDIATE SUPERVISOR:

MEDICAL RECORDS SUPERVISOR

DIVISION:

MENTAL HEALTH SERVICES

POSITION OBJECTIVE/SUMMARY:

Serves as Certified Coder or Registered Health Information Technician in an Acute Psychiatric Hospital & Community Mental Health Center that provides mental health care and general medical care in assigned areas e.g. inpatient, outpatient, etc. Performs assignments in the following areas of responsibility: advisory service, development of records, record review and analysis, quality assurance, record preservation and coordination, education and training, program evaluation, statistical coding, International Classification of Diseases, 10th Revision, Clinical Modification (ICD-10-CM) assignment, Current Procedural Terminology (CPT) assignment and Health Care Financing Administration Common Procedure Coding System (HCPCS) assignment, and referral of potential compensatory events.

MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION:

Knowledge of regulatory references, legal requirements, The Joint Commission accreditation standards, HCFA regulations, and accepted principles and procedures of medical records administration in order to provide advice to administrative, medical and other professionals staff members on all aspects of medical records activities, to explain the value and use of medical records for medical care, legal, administrative, teaching, and research purposes.

Minimum 5 years' medical coding experience.

Knowledge of Electronic Medical Record documentation to meet guidelines and Peer Review metrics.

Knowledge of RVUs and how documentation and coding affect RVU assignment.

Knowledge of HEDIS measurements and how coding impacts facility reimbursement or decrement based on meeting HEDIS metrics.

Knowledge of anatomy and physiology and a practical knowledge of medical procedures and diagnosis in order to correlate data and verify medical record coding information.

Knowledge of requirements of the Privacy and Freedom of Information Acts to monitor release of medical information.



MINIMUM PHYSICAL REQUIREMENTS:

The work requires physical exertion such as prolonged periods of standing, bending, reaching, and lifting moderately heavy items such as record boxes.

GENERAL STATEMENT OF FUNCTIONS:

- Performs a wide variety of technical duties necessary for the development and analysis of diagnostic and therapeutic data. Performs assignments relating to proper documentation guidelines based on Medicare 1997 Documentation Guidelines for Evaluation and Management Services. Incumbent exercises extensive working knowledge of PsychConsult® coding systems.
- Incumbent exercises extensive working knowledge of documentation issues resulting from Electronic Medical Record and when appropriate, refers to Peer Review Committee. Incumbent exercises an extensive working knowledge of regulatory references, program manuals, American Hospital Association guidelines, the Joint Commission standards for hospital accreditation, Health Care Financing Administration (HCFA) regulations and demonstrates a broad practical knowledge of accepted principles and procedures in medical records administration and standards of registry operations.
- Assigns specific codes to medical records and billing forms sequencing and determining codes to accurately reflect the resources and procedures used in the care of the patients. Considerable judgment is used to relate appropriate diagnosis and treatment procedures to interpret, analyze and select correct codes. Ensures compliance with regulatory and third party insurance requirements in utilizing the ICD-10-CM, CPT and HCPCS coding books.
- Correlates procedure codes with diagnosis codes to ensure the most descriptive code is selected when more than one anatomical location is involved. Codes complicated medical records having diagnostic, surgical and therapeutic procedures that are identified as difficult to classify.
- Assures accurate coding and sequencing of diseases, injuries, manifestations, operations and non-surgical procedures, both complicated and uncomplicated, in accordance with established guidelines and coding principles. Uses specialized procedures and methods to correct and amend records.
- Monitors and analyzes provider documentation in PsychConsult® coding system.
- Educates providers in proper documentation based on Medicare 1997 Documentation Guidelines for Evaluation and Management Service.
- Must have extensive working knowledge of PsychConsult® Coding systems. Must be able to assist providers with PsychConsult® coding issues.
- To assure all diagnoses and procedures are properly documented, review of medical records is performed. The review relates to adequacy of the records, proper sequencing of diagnoses and procedures and sufficient documentation to support the ICD-10-CM, CPT HCPCS and MS-DRG assignment.
- Records appearing to have omissions or the sequencing of diagnoses/procedures are questioned are referred to physicians for inclusion when appropriate. Provides feedback to the medical record technicians to improve coding and inclusion of complications for maximum third party reimbursement.
- Conducts quality assurance reviews, evaluates documents in the record and identifies over or under utilization of services or resources, inadequate documentation and identifies unrecorded diagnoses. Develops organizes and maintains a comprehensive data system sufficient to meet the needs and standards of coding compliance operations and needs of the users.



- Performs quantitative analysis of records by assembling the record in numerical and chronological order. Organizes and checks medical record for completeness, accuracy and compliance with regulatory requirements.
- Ensures all required forms and documentation are present and in appropriate format and sequence. Analyzes and interprets documentation in record, ensuring accuracy, internal consistency and correlation of recorded data and returns record to provider/area for correction/completion.

COMPETENCIES:

- **Analytical Thinking** - Able to breakdown raw information and undefined problems into specific, workable components that in-turn clearly identifies the issues at hand. Makes logical conclusions, anticipates obstacles, and considers different approaches to the decision-making process.
- **Communication Effectiveness** – Clearly conveys information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.
- **Industry Knowledge** - Understands the industry of mental health and not for profit organizations, including the competition, community resources, the suppliers, the customer/client base and the regulatory environment.
- **Interprofessional Teamwork** – Displays team-based professional skills, roles, and responsibilities in order to ensure an environment for safe, efficient, effective, and equitable care and innovative research.
- **Mental Health/Psychiatry Knowledge** – Demonstrates knowledge and understanding of mental health, mental illness and mental health services; integrates knowledge of societal, cultural, psychological, environment, spiritual and belief systems that influence mental health and illness.
- **Planning and Organization** – Establishes a systematic course of action for self or others to ensure accomplishment of a specific objective or case plan/management. Sets priorities, goals, and timetables to achieve maximum productivity.
- **Professionalism** – Thinks carefully about the likely effect on others of one’s words, actions, appearance, and mode of behavior. Selects the words or actions most like to have the desired effect on the individual or group in question. Demonstrates respectful and effective relationships with colleagues and clients and their families.
- **Program Development** – Recognizes, understands and facilitates educational opportunities and coordinates resources that best respond to the needs of the individuals and communities.
- **Quality Management** – Demonstrates a commitment to quality services and deliverables for internal and external customers. Promotes continuous process improvement techniques to modify procedures.
- **Report Generation** - Gathers and disseminates appropriate level of information, formulates it into a formal report that is complete, accurate and thorough for the intended audience.
- **Technical Capability** – Applies and demonstrates technical capacity for job specific technical requirements including software technology, applications, judgment and procedures to achieve position requirements and organizational needs.
- **Thoroughness** - Demonstrates attention to detail and accuracy. Defines and organizes tasks, responsibilities, and priorities. Takes responsibility for timely completion.



**KEDREN ACUTE PSYCHIATRIC HOSPITAL AND
COMMUNITY MENTAL HEALTH CENTER**

JOB DESCRIPTION

Employee Name (please print):

Employee Signature

Date

Reviewed By: Supervisor Signature

Date