



# ETSUHealth

## JOB DESCRIPTION

**JOB TITLE:** Coding Specialist Lead  
**EXEMPTION STATUS:** \_\_\_ Exempt **X** Non-Exempt  
**REVISED DATE:** April 2024

**SUMMARY:** The Coding Specialist Lead is responsible for assisting the Director of Coding and Compliance in coding medical records for all departments, as needed (floating to other departments), to ensure coding and charge entry are completed timely and accurately. In addition, the team lead will work closely with the Director of Coding and Compliance to assist in the auditing of all coders and provide education.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Reviews the medical records, determines appropriate services to be coded (ICD-10-CM, CPT, and/or HCPCS) for each billing record.
- Floats and assists other departments within the corporation as needed to ensure coding is completed timely and accurately.
- Reviews documentation for diagnosis coding specificity for Hierarchical Condition Category Coding.
- Organizes work for accuracy and effectiveness to ensure compliance of proper billing and coding procedures of third-party carriers and to ensure complete and accurate reimbursements.
- Reports any concerns/problems regarding billing and makes recommendations for solutions.
- Stays current with changes in reimbursement regulations and coding guidelines.
- Works closely with the Director of Coding and Compliance, as well as the COO to ensure all charges are coded and entered by the close of month.
- Training new coders on coding and billing programs/software, as well as the department's coding process.
- Assist with auditing the coders.
- Performs related work as required.

**EDUCATION AND/OR EXPERIENCE:** CPC required with a minimum of three years' experience coding. Successful completion of CPMA required.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**LANGUAGE SKILLS:** Ability to read, analyze, interpret, and comprehend instructions, (whether written or verbal), correspondence, documentation, professional journals, technical procedures, and government regulations. Ability to interpret medical records and coding books. Ability to respond to common inquiries or complaints from physicians and staff. Ability to effectively present information and respond to questions in one-on-one and small group situations to physicians, and other employees of the organization, whether in person or on the telephone. Ability to respond to inquiries in a manner that the respondent can comprehend. Ability to respond effectively to the most sensitive inquiries, complaints, and situations.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate and apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret and solve practical problems with an extensive variety of information that deals with several abstract and concrete variables involving the coding of medical records and fees.

**OTHER SKILLS AND ABILITIES:** Knowledge of ICD-10 and CPT coding. Ability to establish and maintain an effective working relationship with faculty members, students, residents, and staff. Ability to operate computers, keyboards, and printers. Ability to listen attentively and concentrate on the situation at hand. Ability to organize tasks, work as a team member and/or independently. Convey a professional and positive image and attitude.

**WORK ENVIRONMENT:** The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job within a standard office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Exposure to communicable disease, blood, body fluids, hazardous chemicals, radiation, and sharp instruments. Exposure to injury from patients or equipment.

**PHYSICAL DEMANDS:** 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 the essential functions.

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle and feel objects, tools, or controls, and talk or hear at normal ranges within the setting. The employee is occasionally required to stand, walk, sit, reach with hands and arms, stoop, kneel, or crouch.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**DISCLAIMER:** The above statements and performance expectations are intended to describe the general nature and level of work by individuals assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, skills, and abilities required by personnel so classified.

I have received information regarding ETSU Physicians & Associates Policies and Procedures and understand how to access them on-line.

I understand and agree that in the performance of my duties as an employee of ETSU Physicians & Associates, I must hold information of a confidential nature in the strictest of confidence. I must not use or disclose any Protected Health Information other than as permitted by HIPAA requirements. I understand that any violation of the HIPAA policies may result in disciplinary action, which may include termination.

Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or ETSU Physicians & Associates may terminate employment at any time, for any reason.

**By signing below, I acknowledge that I have reviewed this job description and will comply to the best of my ability.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Date