

HIM Inpatient Coding Supervisor

Louisville, KY

Summary

The Inpatient Coding Supervisor responsible for supervisory direction, organizing and coordinating the daily operations of the HIM Inpatient Coding Team in collaboration with the Inpatient Coding Manager to ensure consistent productivity and efficient operations. Serves as a subject matter expert (SME) and resource to internal departments in the areas of inpatient coding compliance, coding accuracy and integrity and chart analysis. Evaluates and takes corrective action when warranted, monitors and assigns tasks and facilitates staff training and development. Monitors productivity and ensure compliance with inpatient coding job competencies. Oversees all functions of daily inpatient and observation coding operations as needed to assure efficient workflow and timely resolution coding issues. Supervises inpatient and observation coders and other assigned staff; facilitates on-the-job training; assists Inpatient Coding Manager with development and implementation coding policies and procedures. Coordinates and organizes all inpatient coding operational functions including monthly and annual coding audits, staffing, performance evaluations, staff development, regulatory compliance, productivity monitoring, and coding quality. Supports CDI team by identifying potential gaps in clinical documentation for inpatients that could impact reimbursement and payer population. Actively participates in department and hospital performance initiatives when needed to ensure UofL success.

Responsibilities:

- Create audit processes for coding procedures and job competencies for coding staff.
- Supervises workflow to ensure timely bill submission, as well as, individual coder work assignment in various record categories to balance productivity with coder skill development and individual competence. Monitors coders productivity and accuracy based on set standards.
- Review DRG Mismatch between Clinical Documentation Improvement (CDI) team and coders
- Monitor staff performance, assist Coding Manager with performance evaluations and make recommendations regarding disciplinary action
- Assesses, evaluates and addresses daily workload and queues; adjusts work schedules daily to meet the workload demands of the department
- Analyzes productivity of medical coders
- Responsible for quality monitoring activities including identifying areas of improvement and plan the implementation of improvement areas.

- Maintains current knowledge base related to review processes and professional practices related to the review processes; function as the initial resource to medical coders regarding all review process questions and/or concerns.
- Functions as provider's liaison and contact/resource person for providing customer service issues and problem resolution related to coding
- Ensures that all coders maintain 95 or greater coding accuracy and consistently meet daily productivity standard.
- Other duties as assigned.

Qualifications

MINIMUM EDUCATION & EXPERIENCE

- Associates or bachelor's degree in HIM required.
- Previous experience with 3M HDM/Encoder software required.
- Minimum of 2 years supervisory experience in inpatient coding required.
- Certified coding credential required.
- Prior experience with Cerner PowerChart and 3M 360 Computer-Assisted Coding preferred.
- 5 years progressive on-the-job inpatient coding experience coding in a hospital setting required.

For More Information / How to Apply:

<https://careers-uoflhealth.icims.com/jobs/12098/him-inpatient-coding-supervisor/job>