

MEDICAL RECORDS CODER II

Patient Revenue Management Organization/Duke Health

Job Location: Durham, NC

Full Time, Remote for North Carolina residents only

JOB DESCRIPTION:

The Medical Records Coder II is a certified professional coder. Coordinate/review the work of subordinate employees and assist with the training and continuing education programs. Code medical records utilizing ICD-10-CM and CPT-4 coding conventions. Review the medical record to assure specificity of diagnoses, procedures and appropriate/optimal reimbursement for hospital and/or professional charges. Abstract information from medical records following established methods and procedures.

DUTIES AND RESPONSIBILITIES OF THIS LEVEL:

- Review the complex (problematic coding denials and before billing, that need research and reference checking) medical records and accurately code the primary/secondary diagnoses and procedures including evaluation and management services using ICD-10-CM and/or CPT coding conventions.
- Coordinate/review the work of designated providers. Ensure quality and quantity of work performed through regular audits.
- Assist with research, development and presentation of continuing education programs on areas of specialization.
- Consult with and educate physicians on coding practices and conventions in order to provide detailed coding information. Communicate with nursing and ancillary services personnel for needed documentation for accurate coding.
- Maintain a thorough understanding of anatomy and physiology, medical terminology, disease processes and surgical techniques through participation in continuing education programs to effectively apply ICD-10-CM and CPT-4 coding guidelines to inpatient and outpatient diagnoses and procedures.
- Maintain a thorough understanding of medical record practices, standards, regulations, Joint Commission on Accreditation of Health Organizations (JCAHO), Health Care/Finance Administration (HCFA), Medical Review of North Carolina (MRNC), etc.
- *Assist with special projects as required.
- Perform other related duties incidental to the work described herein.

MINIMUM QUALIFICATIONS

EDUCATION:

- High school diploma required.

EXPERIENCE:

RHIA certification- no experience required RHIT certification- no experience required CCS certification- one year of coding experience required CPC or HCS-D certification- two years of coding experience required

DEGREES, LICENSURES, CERTIFICATIONS:

Must hold one of the following active/current certifications: Registered Health Information Administrator (RHIA) Hospital Coding Registered Health Information Technician (RHIT) Hospital Coding Certified Coding Specialist (CCS) Hospital Coding Certified Professional Coder (CPC) Homecare Coding Specialist-Diagnosis (HCS-D) Homecare Coding

FOR MORE INFORMATION/TO APPLY:

<https://careers.duke.edu/job/Durham-MEDICAL-RECORDS-CODER-II-NC-27710/849509000/>