

Remote Inpatient Certified Coder Auditor

Surgery Partners

Job Location: Tampa, FL

Full Time, REMOTE

JOB DESCRIPTION:

Reviews medical records, codes patient charges, and processes in a timely manner, and assists various facility staff and physicians. Must be an effective communicator who can express himself/herself daily in a professional manner both verbally and in writing, as well as a proactive professional who can identify collection trends and solve them in a timely manner.

EDUCATION/EXPERIENCE:

- Certified Professional Coding Certificate or more.
- Associate degree preferred or 5 years medical coding experience.
- Must have functional knowledge of medical terminology, anatomy and physiology.
- Prior experience coding with ICD-10-CM, PCS, CPT and HCPCS

KNOWLEDGE:

- Knowledge of coding policies and procedures.
- Knowledge of computer systems, programs, and spreadsheet applications.
- Knowledge of medical terminology.
- Knowledge of collection practices.
- Knowledge of governmental, legal, and regulatory provisions related to collection activity.

ESSENTIAL FUNCTIONS:

- Analyzes accurately inpatient and outpatient charts, records all deficiencies, and takes appropriate responsibility for completion.
- Assures coding is completed on all patients within three business days of discharge/scan date, and that it is consistent with ICD-9-CM, PCS and CPT-4 coding procedures as applicable.
- Develops a system for and performs regular inpatient quality control reviews for accuracy. Reports findings to managers.
- Tracks problems, related to record completion, and reports these to the Supervisor.
- Demonstrates a functional knowledge of all departmental operations and relates them to the company's overall objectives.
- Communicates with managers and peers regarding input into more effective and efficient departmental operations and explores, suggests, and pursues professional enhancement opportunities for self.
- Maintains a professional work atmosphere by interacting and communicating in a positive manner with customers, patients, families, payors, physicians, and their office personnel, co-workers, and supervisors.
- Performs other related duties as required necessary for this position, or as may be required to meet emergency situations.
- Assures coding certification is current.
- Stays abreast of any changes in guidelines.
- All other duties as assigned.

FOR MORE INFORMATION/TO APPLY:

<https://recruiting.ultipro.com/SUR1004SRGY/JobBoard/aa616d8f-f2a8-46c2-8f8e-1ca56e162ffd/OpportunityDetail?opportunityId=fcf01b65-9c94-4452-8d5b-d5be06237690>