

Certified Professional Coder/Analyst, Physician Network

Cook Children's

Job Location: Fort Worth, TX

Full Time/Days

JOB SUMMARY:

The Certified Professional Coder/Analyst is responsible for abstracting, coding, billing and accounts receivable functions for all hospital based providers employed by Cook Children's Physicians Network. This position is also responsible for analyzing and resolving billing errors/edits, denials and initiating appeal disputes. The Certified Professional Coder/Analyst must be accurate when recording patient information or coding medical documentation. Certified Professional Coder must be able to effectively use coding and classification software and the electronic health record (EHR) system that their healthcare organization has adopted. Key duties of the Certified Professional Coder/Analyst are making required patient account adjustments, initiating claim appeals process on behalf of CCPN providers; post manual charges, serves as liaison between assigned practice(s) and billing office. Certified Professional Coder/Analyst must exercise caution and possess a strong sense of ethics when working with medical information in order to protect patient confidentiality. Certified Professional Coder must be able to effectively communicate coding, discrepancies, and best practice utilization with physicians and administrative personnel. Certified Professional Coder will report all coding or documentation issues or concerns directly to the supervisory or management personnel.

QUALIFICATIONS:

- High school graduate or equivalent.
- At least 2 years' experience in a medical practice or other related health care setting or one year of coding experience performing in the capacity of a certified medical coder.
- Understanding of diversified insurance plans.
- Proficiency in basic medical terminology.
- Exhibits good interpersonal and communication skills.
- Maturity to withstand pressure that may arise in relation to the public, physician or administration interaction or assigned duties.

LICENSURE, REGISTRATION, AND/OR CERTIFICATION:

- Current coding certification through the American Academy of Procedural Coders (AAPC) or other recognized coding certification organization.

FOR MORE INFORMATION/TO APPLY:

<https://cookchildrenscareers.hctsportals.com/jobs/1046778-certified-professional-coder-slash-analyst-physician-network>