

Senior Professional Fee Coder

Baylor College of Medicine

Job Location: Houston, TX

Full Time/Days

JOB SUMMARY:

The PBS Coding department is looking for an experienced mid-level coder to review and abstract CPT, ICD-10 and HCPCS coding for physician services in the Department of Surgery. Manages interdepartmental revenue cycle projects and works to optimize and correct workflows. Assists in maximizing the revenue for a Baylor College of Medicine department by capturing and accurately documenting physician, professional, and departmental charges to ensure submission of accurate insurance claims, as well as accurate patient statements.

The successful candidate will have surgical coding experience, must be able to interact with Surgeons and Faculty, have excellent organizational, communication, critical thinking skills, and work well with little direct supervision. This position is located in the department of Surgery located at the McNair Campus and is an on-site position.

MINIMUM REQUIREMENTS:

- Five years of relevant experience.

EDUCATION/LICENSES/CERTIFICATIONS:

- High school diploma or GED.
- Certified Professional Coder (CPC).

PREFERRED QUALIFICATIONS:

- Associate degree or certificate from an accredited program in Health Information Management.
- Three to six months of coding training which includes but not limited to medical terminology, human anatomy and physiology, and disease process. The three to six months of formal training through an accredited program would be in addition to five years coding experience.
- Proficiency in Microsoft Office, Excel, Epic EHR and Citrix portal.
- Excellent verbal and written communications skills.

FOR MORE INFORMATION/TO APPLY:

<https://jobs.bcm.edu/job/Houston-Senior-Professional-Fee-Coder-Texa/1134172200/>