

FORT BELKNAP INDIAN COMMUNITY

**Fort Belknap Agency
656 Agency Main St.
Harlem, Mt. 59526**

TITLE: Medical Coder

STATUS: P/T

DEPARTMENT: 3rd Party Billing

SALARY: DOE

PROGRAM: Tribal Health Department

LOCATION: Agency IHS

Supervision Received: Incumbent works under the direct supervision of the Medical Business Office Manager

Supervision Exercised: None

General Description of Duties: Depending on the Centralized Billing department, the Incumbent can be assigned to other duties and the description of duties varies.

- Uphold all principles of confidentiality and patient care to the fullest extent.
- Adhere to all professional and ethical behavior standards for the healthcare industry.
- Review medical record and notes to ensure that notes meet medical documentation standards and have required information before it goes to billing. Such as signature and correct diagnosis and service codes.
- Keep the coding que within 14-days.
- Compare data with source documents, or re-enter data in verification format to detect errors. Review and verifies documentation supports diagnoses, procedures and treatment.
- Compile, sort, and verify the accuracy of data before entering it.
- Researches and analyzes data needs for reimbursement.
- Maintain personal scheduling and calendar in order to ensure coding backlogs do not happen. Communicate with Medical Records to obtain reports.
- Communicate with providers to clarify and rectify any problems or issues that occur.
- Set up and maintain paper and electronic filing systems for records, correspondence, and other material for coding.
- Establish work procedures and schedules, in order to maintain compliance with Coding standards. Keep up on the evolving aspects of coding, medical documentation and reimbursement.
- Learn to operate new coding and medical technologies as they are developed and implemented.
- Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications.
- Maintain a filing system for safekeeping of all medical documents.
- Perform other duties as assigned that can be reasonably expected to promote the efficiency and effectiveness of the Fort Belknap Tribal Health Department.

Knowledge, Skill and Abilities:

- Must have general office skills to include typing, filing, faxing and scanning.
- Must have computer skills with medical office software, office software, word, excel, EHR, RPMS, and other applicable software.
- Must possess the ability to meet and deal effectively with the general public and representatives from other agencies; federal, state, and tribal.
- Must possess the ability to work well others and possess a willingness to assist others.
- Must possess the ability to communicate effectively, both orally and in writing, and demonstrate competence in the skills essential to the preparation of medical records.
- Must maintain confidentiality in the office, and matters within the Tribal Health program.

Education: Must possess a high school diploma or its equivalency.
Associate Degree in related field preferred.

Experience: One year of medical office experience and certification in medical coding required.

Special Conditions:

1. Will be subject to and must comply with the FBIC Substance abuse prevention. Drug and Alcohol testing policy prior to and during employment.
2. Must be at least eighteen years of age and of good moral character.
3. Will be subject to background investigation to include work and criminal history.
4. Must never have been convicted of a Felony; or a misdemeanor within one (1) year of applying for position.
5. Must possess a valid State of Montana Driver's License and be eligible for coverage under the Tribal Insurance Master Plan.
6. Will be subject to work environment with a high area of flow in medical documents, incumbent must have the ability to effectively prioritize and manage multiple tasks with little or no supervision at times. Must be dependable in following through on work assignments and be dependable and reliable in attendance and productivity.
7. Must deal with public and staff in a positive and objective manner and maintain the utmost confidentiality with medical documents. Employee found to be in breach of confidentiality will be subject to grounds for disciplinary action, and termination.
8. Must maintain Certified Medical Coding Certification.
9. Indian Preference required.