

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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******VACANCY ANNOUNCEMENT******

TITLE: Certified Medical Coder
(Position is open until filled)

LOCATION: Tribal Health Department

SALARY: Negotiable

CLOSING DATE: Thursday, December 13, 2018 at 5:30 p.m.

SPECIAL CONDITIONS:

This is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.**

The Certified Medical Coder is highly technical and specialized functions for the Tribal Health Department. The purpose of this position is to interpret, analyze, and assign diagnostic and procedural codes. The coding function provides the primary source for data and information used in health care, promotes continuity of medical care, and ensures compliance with third party reimbursement policies, regulations and accreditation guidelines and staying current with official coding guidelines and regulations.

DUTIES:

1. Performs quantitative analysis by reviewing records to assure the presence of all component parts such as patient and record identification, signatures and dates where required, and the presence of all reports which appear to be indicated by the treatment rendered.
2. Performs qualitative analysis by evaluating the record for documentation consistency and adequacy. Ensures that the final diagnosis accurately reflects the care and treatment rendered. Reviews the records for compliance with established third party reimbursement agencies and special screening criteria.
3. Makes the final determination that medico-legal requirements of the record is complete, accurate, and reflects sufficient data to justify the diagnosis and warrant treatment and end

results.

4. Identifies inconsistencies, discrepancies and/or trends within the medical record and discusses with the appropriate medical, nursing, or healthcare providers, and recommends appropriate modifications to include medical necessity under the Correct Coding Initiative.
5. Assigns and sequences a variety of codes including but not limited to ICD/CPT/HCPCS codes based on the medical record analysis. Assures the final diagnoses and operative procedures as documented by the provider are valid and complete. When multiple diagnoses and procedures are listed, assures the procedure is related to the proper diagnosis, and applies appropriate modifiers for multiple procedures.
6. Analyzes and abstracts information from the medical record to identify secondary complications and co-morbid conditions to assure appropriate assignment under the Diagnostic Related Group (DRG), Ambulatory Patient Classification (APC) systems, and other alternate resources.

MINIMUM RECRUITING QUALIFICATIONS AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION:

Certified Coding credential from either AHIMA or AAPC to include Certified Coding Specialist (CCS), Certified Coding Specialist, Physician-based (CCS-P); AAPC Certified Professional Coder (CPC) or Certified Professional Coder Physician (CPC-P). Must have ICD-10 Certification.

At least 2 years current outpatient department or physician based coding experience.

Experience using RPMS and/or EPIC software preferred.

Experience with online/remote training and meetings.

May be required to work rotating shifts.

Must pass a pre-hire drug screen and random drug screens while employed.

Must pass a background check.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- Request a copy of position description for full details.

SUBMIT:

1. Completed Tribal employment application.
2. Copies of relevant academic transcripts and training certificates.
3. Copy of a current valid driver's license.
4. Proof of enrollment in a federally recognized Tribe if other than CSKT.
5. If claiming veteran's preference, a copy of the DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Cynthia Matt, Personnel Office, PO Box 278, Pablo MT 59855, telephone (406) 675-2700 Ext. #1259.

FOR MORE INFORMATION:

Contact the Tribal Health Department at (406)-675-2700 Ext. #5032.