

Northeast Georgia Diagnostic Clinic, LLC
Job Description

Job Title: Coding Compliance Specialist **Reports To:** Coding and Compliance Leader

Dept: Business Office

Classification: Non-Exempt

Scale: 18

Job Summary: Responsible for overseeing processing of clinic professional charges including updating of procedure and diagnosis codes in database coordinating reports and maintaining fee ticket files.

Essential Functions:

- Daily balancing and posting of charges and co-pays/co insurance.
- Maintains procedure code master file. Evaluates and develops new entries.
- Reviews reimbursement from third-party payers to ensure payment through proper use of codes.
- Maintains procedure code master files which include identifying inappropriate codes and informing appropriate medical staff.
- Maintains fee ticket system including creating, updating and printing tickets as necessary.
- Gathers, audits, corrects clinic fee tickets including checking for accurate patients demographic information and total charges by monitoring patient's chart to verify ticket information.
- Works with medical staff to resolve coding issues and associated problems.
- Monitors Medicare reimbursements and maintains files. Assures information is available for peer Medicare review.
- Participates in educational activities
- Maintains confidentiality in regard to patient account and medical records.
- Maintains a functional clean and safe work area.
- Performs other duties as assigned.

The jobholder must demonstrate current competencies applicable to job position.

Qualifications, Training, Experience. High school degree or equivalent. Minimum of two years of medical office experience. One year of experience in medical billing office preferred. Must be certified within one year of starting in position

Knowledge, Skills, Abilities: Knowledge of CPT, ICD-9, HCPCS coding policies and procedures, reimbursement practices, health insurance processing, medical terminology, insurance industry and billing procedures and guidelines; Knowledge of grammar, spelling and punctuation to type correspondence. Skill in using computer programs and applications; Skill in typing a minimum of 40 wpm. Ability to read, understand, and follow oral, and written instruction; Ability to sort and file materials correctly by alphabetic or numeric systems; Ability to communicate clearly and concisely; Ability to establish and maintain effective working relationships with patients, employees, and the public.

Environmental/ Working Conditions:

Work is performed in an office environment. Involves frequent contact with staff, patients and the public. Work may be stressful at times. Contact may involve dealing with angry or upset people.

Physical/Mental Demands:

Work is performed in an office environment. Involves frequent contact with staff, patients and the public. Work may be stressful at times. Contact may involve dealing with angry or upset people.