



MEDICAL CLAIMS CODER

General Summary

The Medical Claims Coder works cooperatively with all hospital staff to ensure all claims are coded and submitted to insurance companies in a timely manner and that all patient information is kept confidential.

Medical Claims Coder

Jobcode: K20811

Pay Band: 60

FLSA Status: Non-exempt

Distinguishing Characteristics

This is the sole level of the Medical Claims Coder classification.

Recommended Education and Experience for Full Performance

High School Diploma or equivalency and two (2) years of recent coding experience working in a hospital setting. Must have completion of an AHIMA (American Health Information Management Association) approved coding certificate RHIA, RHIT or CCS, or have completion of an AAPC (American Academy of Professional Coders) approved coding certificate CPC or CIC.

Minimum Qualifications

High School Diploma or equivalency and one (1) year of recent coding experience working in a hospital setting. Must have completion of an AHIMA (American Health Information Management Association) approved coding certificate RHIA, RHIT or CCS, or have completion of an AAPC (American Academy of Professional Coders) approved coding certificate CPC or CIC.

*Essential Duties and Responsibilities**

- Proficient in coding both outpatient and inpatient encounters.
- Accurately code and abstract CPT & ICD-9/ICD-10 codes and modifiers in hospital software.
- Works with all hospital departments to make sure all information entered is correct.
- Understands and is able to apply knowledge of medical terminology, anatomy and physiology, diagnostic procedures and pharmacology to coding principles.
- Prioritizes coding of claims to ensure that both agency and insurance guidelines are followed.

Bargaining Unit:

Statutory Requirements: N/A

Conditions of Employment: N/A

Working Conditions: Working Conditions for individual positions in this classification will vary based on each agency's utilization, essential functions, and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Established: 12/5/2014

Revised: 06/01/2015, 11/30/2018 (MCMC strickout)

**Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website (www.spo.state.nm.us) to ensure this represents the most current copy of the position.*