



## JOB DESCRIPTION

### Organizational Description

The Community Health Center Network (CHCN) is a partnership between seven health service organizations in Alameda County, whose mission is to provide a comprehensive range of professional health care and social services in a manner respectful of the community values and traditions. CHCN, a nonprofit corporation, serves as an agent, and provides managed care management services for the seven member community health centers.

**JOB TITLE:** Coding Specialist

**REPORTS TO:** Claims Supervisor

**POSITION SUMMARY:** Review claims processed by Examiners prior to check run; Provide coding support for the PDR and Claims adjudication process;

### DUTIES AND RESPONSIBILITIES

#### Claims Review

- Review claims and related documents for appropriate adjudication that focuses on proper use of codes and applicable coding edits;
- Review processed claims to ensure compliance with CHCN policies and regulatory requirements/standards.
- Responsible for processing/examining Medicare claims based on a comprehensive knowledge of benefit package, utilization guidelines and appropriate division of financial responsibility

#### Provider Claims Dispute

- Work with Claims Auditor to resolve coding related disputes
- Make sound judgment on claim disputes that ensures compliance with CHCN policies, government regulations and ICE standards, i.e. Ab1455, HIPAA, etc.

#### Coding Education

- On a regular basis, review Medicare Bulletins for new or updated policies and benefits that may impact CHCN Claim operations.
- Provide coding education and guidance to CHCN Claim Staff, clinic providers and billing staff.

#### Other

- Other duties as assigned

### HIPAA Designated Access

- “For the purposes of the job duties of this position, the person in this position requires access only to the following HIPAA protected information data sets”

X 1. MSO Membership      X 2. MSO Claims      X 3. MSO Referral/Auth      4. MSO Capitation  
5. Data Warehouse      6. Chart Audit/QI      7. Disease Registry

## **QUALIFICATIONS**

### ***Competencies Desired***

- Proficient in CPT and ICD-9 coding.
- Comprehensive knowledge of PCP, Specialty, Ancillary, ER and claims processing in an IPA/HMO setting.
- Working knowledge of Medicare claim processing guidelines/regulations.
- Ability to provide constructive feedback on claims processed to Claims Staff
- Ability to make decisions and take action based on high level goals.
- Ability to learn, integrate and utilize new information.
- Ability to prioritize multiple projects and maintain deadlines.
- Ability to utilize effective questioning and listening skills in order to fully understand situations and processes.
- Excellent written and verbal communication skills, to allow for effective communication at any level.

### ***Education & Experience***

- College degree. Appropriate experience may be substituted for education.
- Current Coding Specialist Certification
- Minimum five years demonstrated experience in medical claims processing
- Knowledge of Community Health Centers

### ***General CHCN Roles***

- Fosters an environment that promotes trust and cooperation among clients and staff.
- Enforces policies and procedures, including maintenance of client confidentiality, to ensure that the principles of CHCN are implemented.
- Accountable for participating in decision making processes and understanding the outcome(s).
- Understands the values and principles of CHCN and applies them in work responsibilities.
- Participates in outreach activities, agency advocacy, and serves on ad hoc committees, as requested.
- Attends CHCN and Board of Directors meetings, as required.

### ***Mental and Physical Demands***

- Pace of Work: Steady pace, at times fast to meet deadlines or when working under short notice.
- Concentration: High level of concentration and attention to detail required to coordinate multiple project tasks.
- Standing Time Required: Minimal about 20-25%
- Time Speaking and Listening: 50%

### ***Environmental and Health Hazards***

- Minimal will face job stress periodically.

### ***Salary and Benefits***

- This is a full time position. CHCN offers a competitive salary and benefits package.

**The Community Health Center Network is an Equal Opportunity Employer.**