

JOB DESCRIPTION/PERFORMANCE EVALUATION FORM

Position: Coder

POSITION TITLE: Coder	DEPARTMENT: Health Information Management (HIM)
APPROVED BY: HIM Leader	IHA JOB CODE: Click here to enter text.
LATEST REVIEW OF JOB DESCRIPTION: May 2015	LATEST REVISION OF JOB DESCRIPTION: May 2015
FORMER REVISION: November 2014	EXEMPTION STATUS: Exempt No Non-exempt Yes

Job Summary:

Responsible for order entry/medical necessity, chart review, charge review/entry, coding, and abstracting of records according to established guidelines & procedures.

JOB QUALIFICATIONS:

Education and Training:

Graduate of a Health Information Technology program with RHIA/RHIT credentials and/or Certified Coding Specialist certificate from AHIMA also acceptable.

Licensures/ Certifications:

CCS, CCS-P, CPC, RHIT, RHIA

Experience:

1 year experience in hospital setting preferred. Clinic coding experience beneficial. Excellent ICD-9 cm, CPT-4, and HCPCS coding skills required with two years of coding experience preferred. Good coordination, communication, and computer skills. Attention to detail required. Certified in ICD-10 coding also.

Skills and Abilities:

Ability to perform multiple tasks simultaneously and work under constant interruption. Exceptional organizational skills.

REPORTING RELATIONSHIPS:

Reports to: HIM Leader

Supervises: N/A

Security Access: Based on matrix in HR- each position will be assigned "HIGH", "MEDIUM", or "LOW"
Employee has access to restricted or confidential patient/financial information and must comply with the terms of Davis County Hospital Security Policies as it applies to their job role.

JOB PERFORMANCE DEFINITIONS:

5 – **Outstanding.** Consistently performs above the job expectations, continuously producing high quality results.

4 – **Exceeds Job Requirements.** Often performs above the job expectations, often producing high quality results.

3 – **Fully Competent.** Employee successfully performs all essential job functions on a continuous basis.

May occasionally exceed performance expectations. An employee who is new in a position, but who has not yet become fully competent may still be rated a “3” if they are progressing at expected levels.

2 – Below Job Requirements. Usually successfully performs most job functions. May occasionally not meet some performance expectations.

1 – Unsatisfactory. Employee may meet some requirements of the job, however, one or more primary job functions need improvement

Reminder: Comments must be added for each area in which the standard has been exceeded (4 & 5's) or the standard is below (2 & 1's). Performance Improvement Plans also need to be developed for standards that is below (2 & 1's). See HR for the PIP form.

Duties and Responsibilities

The following description of job responsibility and standards is intended to reflect the major responsibilities and duties of the job, but is not intended to describe minor duties and other responsibilities as may be assigned. All are essential job functions according to ADA guidelines and are listed in order of importance.

	Evaluation				
	5	4	3	2	1
Maintains patient, medical record, department, and employee confidentiality at all times.					
Comments: Click here to enter text.					
Consistently demonstrates a positive attitude. Fosters teamwork by offering assistance to others. Acknowledges and responds tactfully to all requests. Shows consideration in interaction with patients, family, and other healthcare team members by demonstrating listening skills and cooperation. Communicates and interacts with others in a professional, responsible, cooperative, and positive manner at all times. Adheres to Hospital & HIM policies & procedures.					
Comments: Click here to enter text.					
Assigns codes to records utilizing ICD-9-CM, CPT-4, SNOMED (when applicable), and HCPCS Level II codes, applying proper coding principles and guidelines according to AHIMA, for all inpatient, outpatient surgery, observation, ER, clinic, and other outpatient encounters. Uses encoding software for code assignment, along with Coding Clinic & CPT Assistant information for proper coding questions/guidance.					
Comments: Click here to enter text.					
Assigns modifiers, value codes, and occurrence codes as required.					
Comments: Click here to enter text.					
Abstracts coding information, reviews, and edits charges according to documentation, assigns APC/APG for outpatients, DRGs for Acute inpatients. Reviews Outpatient Coding Edits					

(OCE), correcting edits as they apply, assuring no edits "fail", and releases bills for processing by entering a "complete" date.					
Comments: Click here to enter text.					
Monitors, reviews, and completes all unreleased accounts on Discharged Not Final Billed (DFNB) report, including accounts which fail LCD/NCD edits. Communicates with Billing staff when no additional diagnosis codes are available for LCD/NCD coverage.	5	4	3	2	1
Comments: Click here to enter text.					
Performs order entry at the time of registration, completing medical necessity verification on applicable Medicare patients.	5	4	3	2	1
Comments: Click here to enter text.					
Monitors outpatient observation stays, reviewing for billable hours, posting billing hours to the patient account, and documenting charge rationale in the Notes on the patient's account.	5	4	3	2	1
Comments: Click here to enter text.					
Contacts provider and/or ancillary departments when additional information is needed to accurately code the record.	5	4	3	2	1
Comments: Click here to enter text.					
Verifies deficiency checking of records during coding to ensure proper documentation, signatures, and results.	5	4	3	2	1
Comments: Click here to enter text.					
Assists others with responsibilities, including assisting the Revenue Cycle Leader with specific project assignments related to the HIM department. Adjusts work schedule to meet departmental needs	5	4	3	2	1
Comments: Click here to enter text.					
Routinely relays pertinent information via telephone to designated persons, i.e. Providers, Departments, insurance companies, etc.	5	4	3	2	1
Comments: Click here to enter text.					
Participates in Performance Improvement Teams as assigned.	5	4	3	2	1
Comments: Click here to enter text.					
Adheres to and promotes the established values of the organization, i.e., behavioral standards, safety, compliance, quality standards, and all others.	5	4	3	2	1
Comments:					

Click here to enter text.					
Will attend at least 75% of all department meetings & huddles, and 100% of all mandatory hospital & department meetings.	5	4	3	2	1
Comments: Click here to enter text.					

Behavior Expectations for all Employees					
	Evaluation				
Mission and Commitment- Demonstrates commitment to DCH mission and values. Is respectful of all levels of the organization. Inclusive of diverse ideas, backgrounds, cultures.	5	4	3	2	1
Comments: Click here to enter text.					
Personal Characteristics/Ethics- Acts with integrity. Builds relationships on trust and respect. Holds self and others accountable; admits mistakes and learns from them.	5	4	3	2	1
Comments: Click here to enter text.					
Customer/Patient Focus- Makes customers/patients and their needs a primary focus. Is dedicated to meeting the expectations of internal and external customers/patients. Represents organization in a positive and professional manner. Solicits customer/patient feedback and uses it for improvement in service.	5	4	3	2	1
Comments:Click here to enter text.					
Teamwork- Actively participates as a team member to work toward completion of goals.	5	4	3	2	1
Comments: Click here to enter text.					
Continuous Improvement- Participates effectively in process improvement changes. Originates action to improve existing conditions and processes. Uses appropriate methods to identify opportunities, implement solutions, and measure impact.	5	4	3	2	1
Comments: Click here to enter text.					
Excellence – Demonstrates passion for excellence in day to day work activities. Delivers high quality results on time, contributes to departmental/organizational quality and / or process improvement efforts.	5	4	3	2	1
Comments: Click here to enter text.					
Collaboration /Communication- communicates and interacts appropriately with all personnel, is open to others' ideas and opinions, supports the department's/organization's efforts, maintains confidentiality, is viewed by others as an example of professional, considerate behavior. Maintains flexibility to adapt to different methods of achieving work-related goals. Open to change.	5	4	3	2	1
Comments:					

Click here to enter text.					
Stewardship- Works efficiently, utilizes all resources in a cost-effective manner, adheres to organization's policies and procedures, actively seeks ways to reduce cost and conserve resources to improve results. Demonstrates social responsibility. Is green.	5	4	3	2	1
Comments: Click here to enter text.					
Orientation- Assists with new employee orientation. Creates a receptive environment for new employees, making them welcome and assisting both informally and formally with new employee orientation.	5	4	3	2	1
Comments:Click here to enter text.					
Dress Code- Wears ID badge at all times. Follows DCH dress code policy.	5	4	3	2	1
Comments: Click here to enter text.					
Attendance- Maintains proper attendance- stays within attendance policy guidelines. Regular/reliable attendance is required. Demonstrates flexibility in scheduling.	5	4	3	2	1
Comments: Click here to enter text.					
Safety- Demonstrates safe work habits and knowledge of all related requirements and practices relative to job assignment. Completes incident reports according to policy for work-related illness or injury. Follows all established infection control practices. Assists in maintaining a safe environment at DCH. Knows emergency plans and participates in all emergency preparedness activities (including drills) in a professional and competent manner.	5	4	3	2	1
Comments: Click here to enter text.					

Physical Demands/Work Environment
<p>WORKING CONDITIONS: The worker is not substantially exposed to adverse environmental conditions.</p> <p>PHYSICAL ACTIVITY REQUIREMENTS: (Constant = 67-100% of work day, Frequent = 34-66% of work day, Occasional 33% or less of work day.)</p> <p>Constant Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.</p> <p>Grasping: Applying pressure to an object with the fingers and palm.</p> <p>Repetitive Motions: Substantial movements(motions) of the wrists, hands, and/or fingers.</p> <p>Reaching: Extending hand(s) or arm(s) in any direction.</p> <p>Pulling: Using upper extremities to exert force in order to draw, drag, haul or tub objects in a sustained motion.</p> <p>Occasional Crouching: Bending the body downward and forward by bending leg and spine.</p> <p>PHYSICAL REQUIREMENTS: Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing</p>

are required only occasionally and all other sedentary criteria are met.

VISUAL ACUITY REQUIREMENTS:

Machine operators (including inspection), inspection close assembly, clerical, administrative. This is a minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small defects, small parts, operation of machines (including inspection), using measurement devices, assembly or fabrication of parts at distances close to the eyes.

INTELLECTUAL/EMOTIONAL REQUIREMENTS:

1. Adaptability to performing repetitive work, or to performing continuously the same work, according to set procedure sequence, or pace.
2. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
3. Adaptability to perform under stress when confronted with unusual, busy situations.
4. Adaptability to situations requiring the precise attainment of set limits, tolerances, or standards.

Goals- mutually set between employee and leader			
		Met	Not Met
Current	1 Click here to enter text.		
	2 Click here to enter text.		
	3 Click here to enter text.		
Future	1 Click here to enter text.		
	2 Click here to enter text.		
	3 Click here to enter text.		

In signing this report the employee does not indicate agreement, but acknowledges he/she has received it. If he/she wishes to add a written statement concerning any part of the report, he/she may use the section below or attach an additional page.

I am attesting that I have reviewed the Employee Confidentiality Statement, the Standards of Conduct, and the DCH Behavioral Standards.

Employee signature/date Department

Manager signature/date

Senior Team signature/date