



**LAC COURTE OREILLES
COMMUNITY HEALTH CENTER**
13380 W Trepania Road • Hayward, Wisconsin 54843-2186

Telephone: 715-638-5100
Administration Fax: 715-634-6107
Medical Records Fax: 715-634-2740

Position Description

Position: Medical Coder

Location: Lac Courte Oreilles Community Health Center

Hours: Monday – Friday 8:00am – 4:30pm

Salary Range: \$17.00 - \$22.00 per hour

Posting Date: September 8, 2020

Closing Date: 9/21/2020

Description of Position:

Medical coding is the transformation of healthcare diagnosis, procedures, medical services, and equipment into universal medical alphanumeric codes. A medical coder is responsible for assigning the correct code to describe the type of service a patient will receive. The Coder will ensure the codes are applied correctly during the medical billing process, which includes removing the information from documentation, assigning the appropriate codes, and creating a claim to be paid by insurance carriers.

Qualifications:

- Associate's Degree in Medical coding or successful completion of a certification program required (CPC, Certified Professional Coder).
- Strong knowledge of anatomy, physiology and medical terminology required.
- Excellent typing and 10-key speed and accuracy.
- Detail-oriented and organized.
- Commitment to a high level of customer service.
- Superior mathematical skills.
- Familiarity with ICD-9 codes and procedures.
- Solid oral and written communication skills.
- Working knowledge of medical jargon and anatomy preferred.

- Able to work independently.
- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations.
- Valid Wisconsin Driver's license.
- Valid Vehicle Insurance.
- Proficient in Electronic Health Record required.
- CPR Certified.
- Be able to pass pre-employment and random drug test screening.
- Be able to pass a background check.

Duties and Responsibilities:

1. Assign codes to diagnoses and procedures, using ICD (International Classification of Diseases) and CPT (Current Procedural Terminology) codes.
2. Ensure codes are accurate and sequenced correctly in accordance with government and insurance regulations.
3. Follow up with the provider on any documentation that is insufficient or unclear.
4. Communicate with other clinical staff regarding documentation.
5. Search for information in cases where the coding is complex or unusual.
6. Receive and review patient charts and documents for accuracy.
7. Review the previous day's batch of patient notes for evaluation and coding.
8. Ensure that all codes are current and active.
9. All other duties as assigned by your supervisor.

Supervision and Guidance:

The Medical Coder will work under the direct supervision of the Finance Director with oversight by the Medical Director and Health Director.

***Applicants for employment with the Health Center must submit with the completed application form additional documents including the following:**

Letter of Interest

Resume

Credentials

Proof of any Stated Qualifications

Three (3) Current Letters of Recommendation

Academic transcripts

Application Information:

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center
Human Resources
13380W Trepania Road
Hayward, Wisconsin 54843
715-638-5132
715-634-6107 FAX
sklecan@lcohc.com

The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American Preference will be given to candidates of equal or comparable qualifications.

09/08/2020