



5501 NW 62nd Terrace, Suite 100  
Kansas City, MO 64151  
(816) 842-1974 - fax  
(816) 842-4440 - phone

## **JOB DESCRIPTION**

**JOB TITLE:** Certified Medical Coder/Charge Entry

### **ESSENTIAL DUTIES:**

- Coordinates with staff to get charge information for all patients in an EHR environment.
- Codes information about procedures performed and diagnosis on charge.
- Verifies and completes charge information in database and produces billing.
- Gathers and verifies all information required to produce a clean claim, including special billing procedures that may be defined by a payer or contract.
- Follows ICD9/ICD10 codes to ensure diagnosis codes are appropriate.
- Assists in charge capture by reviewing provider documentation and patient documentation.
- Queries provider when code assignments are not straightforward or documentation is unclear.
- Keeps supervisor apprised of matters regarding charge entry.
- Works in conjunction with A/R team on follow up and resolution of coding related denials and rejections.
- Responsible for maintaining current knowledge of coding guidelines through the use of current CPT, HCPCS II and ICD-9/10 materials.
- Responsible for maintaining current documentation guidelines and communicating those to providers.

### **EDUCATION/QUALIFICATIONS:**

- High school diploma or GED.
- Certified Medical Coder required (CPC or CCS); CRC additional certification preferred
- Experience with Medicare Risk Adjustment/HCC; preferred.
- 2+ years' experience in a physician billing office, preferably in a family practice setting.
- General understanding of basic accounting principles.
- Proven ability to analyze patient accounts
- Knowledge of medical terminology.
- Knowledge of customer service concepts.
- Ability to communicate clearly and positively.

### **ENVIRONMENTAL/WORKING CONDITIONS:**

- Work is performed in a typical, well-lighted office.
- Work involves frequent contact with staff and patients.
- Work involves considerable walking, standing, bending, twisting, and reaching.
- May required to lift a maximum of 30 pounds.

This position is scheduled from 8:00-4:30 Monday through Friday. Clay Platte Family Medicine Clinic offers excellent compensation and the following benefits:

Health insurance  
401(k) match  
Dental insurance  
Life Insurance  
10 days of PTO in the first year

To learn more about our clinic, please visit our website at [www.clayplattefamily.com](http://www.clayplattefamily.com).  
Please send resume to [kgiles@clayplattefamily.com](mailto:kgiles@clayplattefamily.com) or [lori@clayplattefamily.com](mailto:lori@clayplattefamily.com) for consideration.