



Mission Statement: “Our goal is to provide education and process development to enhance communication and understanding among all individuals involved in the documentation and coding of the health record to ensure the clinical reliability and integrity of the health care data.”

Title: Inpatient Clinical Coder

Date Established: September 2022

Reports To: Staffing Solutions Manager

Revised Date:

JOB SUMMARY:

The Inpatient Clinical Coder is responsible for accurately assigning all reportable diagnoses and procedures for complete and accurate coding of a medical record, per Official Coding and Reporting Guidelines. The Inpatient Clinical Coder’s primary responsibilities are related to accurately and completely coding all inpatient accounts assigned by Enjoin’s clients.

ESSENTIAL FUNCTIONS:

- Promotes a partnership between clinical documentation and financial outcomes, by accurately and completely coding the medical record for all appropriate ICD-10 CM and ICD-10 PCS codes.
- Ensures all diagnoses and Present on Admission indicators are captured per Official Coding and Reporting Guidelines to ensure accurate DRG assignment (MSDRG and/or APRDRG) on accounts coded, while also capturing any additional, secondary diagnoses that impact quality outcomes (ex: Risk of Mortality, Severity of Illness, Social Determinants of Health, HCC, etc.) to ensure accurate and complete coding.
- Ensures all procedures are captured per Official Coding and Reporting Guidelines to ensure accurate DRG assignment (MSDRG and/or APRDRG) on accounts coded, while also capturing any additional procedure codes for add-on payment options that do not necessarily change the DRG (ex: New Technology Add On Payment codes/NTAP) but impact facility reimbursement.
- Validates the discharge disposition accuracy as part of the coding review.
- Stays current with Official Coding Guidelines, Quarterly Coding Clinic, and NTAP criteria to ensure high quality of codes assigned by Enjoin Inpatient Clinical Coder.
- Abides by the “Standards of Ethical Coding” as set forth by the American Health Information Management Association.
- Demonstrates actions consistent with Enjoin’s “Expectations” as duties are performed daily.

COMPANY EXPECTATIONS/GOALS:

- Complete mandatory annual HIPAA and Compliance Training in a timely manner
- Maintain confidentiality in all matters to include patient care, physician, and employee matters
- Maintain accurate and reliable organizational records
- Maintain professional relationships with appropriate officials; communicate honestly and completely; behave in a fair and nondiscriminatory manner in all professional contacts
- Assure the accuracy of data, work, or information and contribute ideas and suggestions to improve

approaches, methodologies, and productivity.

- Maintain professional relationship with clients focusing on high level of client satisfaction
- Adhere to a personal plan of professional development and growth through professional affiliations, activities, and continuing education driven by professional goals and quality audit outcomes
- Demonstrates excellent observation skills, analytical thinking, problem solving, plus good verbal and written communication.
- Professional, team player, able to communicate well with others. Strong interpersonal skills, pleasing personality, positive.
- Support overall strategic goals of the company

HOME OFFICE REQUIREMENTS:

- Must have a dedicated secure workspace to ensure adherence to HIPAA Privacy and Security policies and procedures when viewing protected health information (PHI)
- High-speed internet connection
- Telephone
- Company will provide laptop and access to necessary resources to perform job duties

EDUCATION, TRAINING, EXPERIENCE:

- Associate degree*
 - Health Information Technology with AHIMA Registered Health Information Technician (RHIT) credential preferred.
- AHIMA Clinical Coding Specialist (CCS) credential required.
- Minimum of 3 years of acute inpatient hospital coding experience in a large tertiary hospital preferred.
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- Experience with electronic health records (i.e., Cerner, Meditech, Epic, etc.) and 3M or TruCode encoder software required.
- Ability to work independently in a remote setting required.

*Relevant work experience in absence of associate degree will be considered on a case-by-case basis.

PHYSICAL DEMANDS:

- This is a full-time position, and general hours of work and days are Monday through Friday, 8:00 a.m. to 5 p.m. Flexibility with work schedule varies by client.
- Overall physical workload is light. Ability to communicate both orally and in writing. Work is generally sedentary requiring long periods at workstation.
- Travel may be required occasionally.