



JOB DESCRIPTION

Medical Coder

Position: Non-Exempt

Department: Coding

Job Summary:

EA Health Corporation is the industry leader in ED Call Compensation Solutions. EA Health works with hospital administration and physicians to ensure that specialty physician services are available to ED patients by implementing and managing call compensation programs that run locally at each client hospital.

CPT coders work with EA Health's physician/hospital programs. The coding process consists of accessing HIPAA compliant electronic medical records from a number of different systems, evaluating the medical records, and assigning CPT codes for professional services within a custom EA IT system. The coder ensures that all contact with the public, the physicians, and other hospital personnel are carried out in a friendly, courteous, helpful, and considerate manner. Displays concern and provides assistance or explains procedures as appropriate to callers or face-to-face situations.

Reports:

Manager: Coding Manager/Coder Lead

Essential Functions:

1. Strong understanding of evaluation and management codes.
2. Understand current regulatory coding requirements.
3. Make independent decisions based on specialized knowledge.
4. Apply standard protocol to CPT coding standards and guidelines.
5. Requires telephone etiquette and email correspondence with physicians.
6. Work effectively with others and as a team member.
7. Provide excellent Customer Service at all times.
8. Perform special projects and miscellaneous duties as needed and requested.

Knowledge, Skill and Experience:

1. At least 2 years of related experience.
2. Certification in Professional Coding (CPC) or equivalent certification required.
3. Good oral and written communication.
4. Computer literate. Strong systems background is desirable. Windows, MS Office (Word, Excel, Access, Power point.)
5. Familiar with PC, scanners, fax machine, computerized voice mail system, and common office machines.
6. Ability to communicate with Supervisor in order to prioritize workload and determine priorities.
7. Ability to apply great attention to detail and exceptional organizational skills.
8. Ability to apply strong problem solving skills to identify unique situations that would require the attention of management.
9. Maintain high standard of work even under pressure of deadline and frequent interruptions, remaining professional, responsive and cooperative.
10. Meet deadlines consistently, displaying flexibility and an eagerness to get the job done.
11. Ability to work with integrity, trust and commitment, setting an example for others.
12. Must have an expert proficiency with data entry.
13. Medical billing background.

Career Path: Possible career paths are Coder Lead, Coding Manager, Compliance Officer or Client Services Manager