

**JOB DESCRIPTION**

**JOB TITLE:** Concurrent Inpatient Coder/Quality Abstractor

**DEPARTMENT:** Case Management/Utilization Review/Social Services/HIS

**SUPERVISOR:** Nurse Director/HIS Director

**JOB SUMMARY:** Responsible for concurrent auditing of medical record documentation to evaluate the documentation of services to adequately reflect patient severity and risk of mortality. Member of Clinical Documentation Improvement Care Team.

**I. JOB DUTIES:**

1. Facilitate modifications to clinical documentation through extensive concurrent interaction with physicians, nurses, other caregivers, and coding staff.
2. Identify co-morbidities/complications through documentation review.
3. Work with team to query medical staff and other caregivers as necessary to obtain accurate and complete physician documentation that supports the severity of the patient’s illness.
4. Identify documentation trends and issues such as quality, appropriateness, completeness, and reimbursement issues and communicate these to providers/documentation team so that resolution can be made.
5. Interact with hospital coding team as documentation issues and complex cases are identified through the process.
6. Abstract quality indicators as assigned.
7. Ensure physician documentation is provided to enable the coding staff to report the POA indicators.
8. Keep abreast of coding guidelines and reimbursement reporting requirements. Bring identified concerns to supervisor or department manager for resolution.
9. Follow established departmental policies, procedures, and objectives, continuous quality improvement objectives and safety and environmental standards.
10. Attend coding conferences, workshops, and in-house sessions to receive updated coding information and changes in coding and/or regulations.

11. Perform miscellaneous job-related duties as assigned.
12. Ability to meet production standards as set by the department.
13. Enters coded data into the computer system with 98% accuracy.
14. Perform other related duties as required. This list is not all-inclusive and any other task or job may be assigned in the future.

**II. NECESSITY FOR INDEPENDENT ACTION:**

1. Must work independently and be self-guided.
2. Organizes and utilizes time in an effective fashion to assure all tasks assigned are completed in a timely fashion.
3. Demonstrates a commitment to providing the highest and most reliable quality service available on a daily basis.
4. Demonstrates ethical conduct and practices
5. Assures only authorized personnel for appropriate reasons release medical records.
6. Maintains the proper “order of the record” and files reports and information in a manner to assure they can be easily retrieved.

**III. CONFIDENTIAL INFORMATION:**

1. Maintains confidentiality of all pertinent information to assure that employee, patient and visitor rights are protected.
2. Handles all information regarding the organization in a manner that assures strictest confidentiality is maintained at all times.

**IV. PERSONAL CONTACTS/COMMUNICATION/BEHAVIOR:**

1. Addresses patients, visitors, families and co-workers in a pleasant, respectful and professional manner.
2. Develops and maintains open communication with the staff in both your department and other departments to achieve overall organizational goals and objectives.
3. Participate in the regularly scheduled department meetings, along with another type of meeting that is requested.
4. Brings suggestions, concerns, or ideas to department Supervisor or Assistant Administrator without needing to be asked.

**V. PHYSICAL DEMANDS:**

1. Requires frequent bending, stooping, lifting 20-30 pounds, prolonged standing, walking, climbing stairs, twisting, and filing. Requires eye hand coordination and manual dexterity sufficient to operate a keyboard, printer, photocopier, telephone, and other office equipment that is required.

**VI. ATTENDANCE AND ADHERENCE TO ORGANIZATIONAL POLICY:**

1. Responsible for being available based upon scheduled hours.
2. Demonstrates behavior that fits with the organization's Mission, Vision and Values.
3. Maintains personal appearance and personal hygiene as stated in Human Resources manual.

**VII. QUALIFICATIONS:**

1. RHIA, RHIT or CCS preferred.
2. Minimum of 5 years coding or HIM experience in an acute care setting.
3. Knowledge of clinical documentation requirements, DRG assignment and clinical conditions/treatment needs of patient population preferred.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**Original copy must be filed in the Human Resources employee's personnel record.**