



KAISER PERMANENTE®

**Health Information Coder I/II
Job Family: Administrative Support**

Requisition ID: RE.0702393	Internal Post Date: 12/18/2007	Internal Post Expiration: 12/23/2007
Public Department Description: DIVISION OF RESEARCH	Facility Name: Regional Office	Work Location: 2000 Broadway, Oakland 94612
Position Type: On-Call Regular	Scheduled Hrs per Week: 00	Shift: Day
Working Hours (Start): On-call	Working Hours (End): On-call	Work Days: On-call
Job Code: 057812	Grade/SalaryRange:	Employee Group: OPEIU - Local 29
Division: Regional Offices	EEO Category: 5A - Secretary/Specialized Support	AAP Goal:
Entity/Loc Code/Cost Center: 1.001.9201	Replacement? Addition	Replacement Name:
Hiring Manager: Richard Riordan	ERAP: N	Recruiter: Carolyn Martin

Qualifications:

For consideration, please visit our career website at www.kaiserpermanentejobs.org to submit your transfer online or via fax to 1-877-872-8448. You can obtain a Transfer Request Form by accessing MyHR at <http://myhr-prd.kp.org/myhr/>.

This position supports Kaiser Permanente's code of conduct and compliance by adhering to all laws and regulations, accreditation and Licensure requirements, and internal policies and procedures. Kaiser Permanente is proud to be an equal opportunity/affirmative action employer.

INTERNAL POSTING PERIOD: Starts @ 12:00AM 12/18/2007 & Expires @ 12:00AM 12/23/2007

DEPARTMENT: DIVISION OF RESEARCH

This position requires travel through the NoCA Region.

SCHEDULE: On-call Regular, 00 hour per week, Day Shift.

This position is expected to continue pending continuation of grant/contract.

POSITION SUMMARY:

Under direct supervision, responsible for coding medical records which typically are less complex and comprehensive such as but not limited to - non-Medicare inpatient and/or outpatient services, diagnoses, conditions, procedures. Working from the appropriate documentation in the medical record, utilizes classification systems which include but are not limited to ICD-9-CM and CPT, as well as

other coding classification systems as required by diagnostic category. All work is performed in accordance with the rules, regulations and coding conventions as established by the American Hospital Association (Coding Clinic), ICD9, HCFA, OSHPD and Kaiser organizational/institutional coding guidelines.

EDUCATION/CERTIFICATION/LICENSE: This position requires eligibility to become a Certified Coding Specialist (CCS).

QUALIFICATIONS:

Must have at least 6 months as Kaiser Coding Trainee or one year of continuous relevant experience in coding within the last five years and a passing score on the Kaiser coding test for a coder 1 position.

- Successfully passing test is required regardless of years of experience.
- Demonstrated knowledge of anatomy and physiology; medical terminology, disease processes, basic knowledge of reimbursement methodologies (DRG's and APC's); and conventions, rules, guidelines for current coding classification (ICD-9-CM, CPT).
- Demonstrated ability to understand the clinical content of a health record.
- Demonstrated ability to communicate with physicians in order to clarify diagnoses/procedures and sequencing of diagnoses.
- Must be able to meet quantity and quality standards established for Coders I.
- Basic PC skills.
- Must attain a grade of _____%, on the Kaiser coding test.

Physical and Mental Demands:

- Ability to sit for long periods of time.
- Ability to lift, push, or pull 11 to 20 pounds.
- Occasional bending, stooping, kneeling, crouching, reaching.
- Ability to withstand the pressure of continual deadlines and receipt of work with variable requirements.
- Ability to concentrate and maintain accuracy in spite of frequent interruptions.
- Manual dexterity.

The above duty statements are intended to describe the general nature and level of work being performed by individuals assigned to positions in this classification and, as such, are not intended to be construed as an exhaustive list of duties, responsibilities and skills required of every position so classified.

SKILLS TESTING: N/A

DUTIES:

Review medical records to identify diagnoses/procedures.

- Under general supervision, organizes and prioritizes all work to ensure that records are coded in timeframes that will assure compliance with regulatory requirements.

- Demonstrates knowledge of all procedures concerning the sequencing of diagnoses, procedures as outlined in but not limited to ICD-9-CM, CPT, Uniform Hospital Discharge Data Set, Medicare Guidelines and other appropriate classification systems.
- Demonstrates knowledge of anatomy and physiology to interpret general medical classifications for coding outpatient encounter or inpatient discharge data.

Assigns Codes

Under direct supervision:

- Codes all diagnostic and operative information from the medical record using ICD-9-CM and CPT coding classification systems.
- Selects the DRG for each inpatient case.
- Reviews DRG discrepancies from the fiscal intermediary to ensure the appropriate per case DRG assignment.
- Verifies and abstracts all medical data from the record to complete a data abstract on hospital encounters. Corrects data as appropriate.
- Ensures that all data abstracted and/or coded are consistent with guidelines outlined by The Joint Commission, OSHPD and HCFA, regional and local policy.

Completion of Medical Records:

Under general supervision:

- Interacts with physicians to clarify and accurately document patient diagnostic and procedural information.
- Enters patient information into the computerized inpatient and outpatient medical record databases, ensuring the accuracy and integrity of the medical record abstract or encounter data prior to transmitting case.
- Ensures timely record availability by meeting coding and abstracting productivity / quality standards established for Coders I.
- Participates in medical record documentation auditing to monitor physician compliance with regulatory requirements i.e., Physician Review Project.

Confidentiality/Security of Systems:

- Maintains and complies with policies and procedures for confidentiality of all patient records.
- Demonstrates knowledge of security of systems by not sharing computer logons.

Other duties:

- Answers the telephone promptly and identifies themselves and the department.
- Acts as a resource person to other hospital departments regarding coding questions and issues.
- Other duties as assigned by supervisors.