



JERICHO ROAD COMMUNITY HEALTH CENTER
JOB POSTING
Medical Coder

MISSION STATEMENT: Jericho Road Community Health Center provides a culturally sensitive medical home, especially for refugee and low-income community members, facilitating wellness and self-sufficiency by addressing health, education, economic and spiritual barriers in order to demonstrate Jesus' unconditional love for the whole person.

JOB SUMMARY: The JRCHC Medical Coder under the supervision of the Billing Manager is responsible for daily medical coding as assigned.

SUPERVISOR: Billing Manager

HOURS: M-F, 8am - 5pm

CLASSIFICATION: full-time/non-exempt/hourly

QUALIFICATIONS:

- Experience in coding work and/or Medical Billing experience required
- One of the following coding credentials required: RHIT, CCS, CCS-P, CPC, COC (formerly CPC-H), or CPC-P.
- Previous experience with the Medent EMR system strongly preferred
- Commitment to the organizational mission and values of JRCHC
- Strong organizational skills and attention to detail
- Working knowledge of billing concepts, practices and procedures
- Demonstrate strong interpersonal and communication skills
- Experience working with, diverse, multilingual populations highly desired
- Ability to work independently on projects, from conception to completion
- Must be able to work under pressure at times to handle a wide variety of activities
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate high level of service to employees
- High School diploma or GED

PRIMARY RESPONSIBILITIES:

- Assigns diagnostic codes from provider documentation, entering essential information into a database
- Follows the official coding guidelines including AHA Coding Clinic, CPT Assistant, CMS Documentation Guidelines, Official Guidelines for Coding and Reporting and other similar authoritative resources
- Participate in department meetings, coding training and compliance training
- Attend continuing education classes to maintain coding proficiency and certification requirements
- Regularly and consistently meet quality and productivity standards established by management.
- Complete administrative tasks, such as data reporting, in a timely manner
- Communicate with management regarding coding workload, turnaround time expectations and deliverables
- Review provider documentation and abstract diagnosis codes, procedure codes and supply codes
- Entering and access essential information from a proprietary database, often utilizing Microsoft Excel, for multiple medical specialties.
- Performs additional duties as necessary

PHYSICAL REQUIREMENTS: Must be able to sit or stand for long periods of time. Exert up to 50 lbs., pushing, pulling or lifting. Walking, climbing stairs required. Must be able to talk/speak, communicate with others with or without reasonable accommodations.

Interested candidates please forward resume to: Krista.schwartzott@jrhc.org OR Attention: Krista Schwartzott, Director of HR 184 Barton Street, Buffalo, NY 14213. NO PHONE CALLS PLEASE. JRCHC IS AN EOE.