

Job Title: Coding Specialist II.

Position Type: Full-time

Location: Minneapolis, MN

The Coding Specialist II will have overall responsibility for the coding and coding compliance function. The Coding Specialist is also responsible for analyzing information from the medical record and ensuring the appropriate ICD-9, CPT, and HCPCS codes accurately describe the services, procedures and diagnoses performed by the physician/provider.

**REQUIRED QUALIFICATIONS:**

- Bachelors degree plus one year of practicing as an outpatient/clinic coder OR a combination of education totaling 5 years.
- Completion of Professional Coding training from a certified program.
- Medical terminology.
- Experience maintaining health information and medical record documentation, data integrity and quality.
- Experience in CPT, ICD9-CM and HCPCS Coding systems.
- Basic understanding of Medicare/Medicaid billing rules and other Federal regulations for billing and third party insurer billing policies and contract requirements.
- Experience with HIPAA regulations.

**Preferred Qualifications:**

- Certified Coding Specialist-Physician-based (CCS-P) certification.
- Registered Health Information Technician (RHIT) Certification.
- Experience in monitoring coding related compliance programs.
- Experience with Medicare, Medicaid and other third party payer reimbursement.
- Knowledge of State and Federal laws governing billing and coding practices.
- Working knowledge of PATH requirements.
- Excellent written and verbal communication skills.
- Ability to positively interact with physicians, providers and staff.
- Ability to organize work efforts and follow through on projects independently.
- Ability to maintain confidentiality.
- Presentation skills.
- Knowledge of PC and spreadsheet software.
- Monitor proper use of Evaluation and Management levels of service.
- Problem solving skills.

\*There will be opportunity for flexible hours and the ability to work from home.

\*For further information or to apply: [employment.umn.edu/applicants/Central?quickFind=90105](http://employment.umn.edu/applicants/Central?quickFind=90105)

