



Title: Medical Records Coder

Number of Vacancies: 3

Location: BAMC, San Antonio, TX

Type: Full time/perm

Description:

Qualifications:

Medical Records Coders/Coaches must possess a minimum of two (2) years experience in coding and expertise as a coder/coding coach; Auditors/Trainers must possess a minimum of three (3) years experience in auditing and expertise as an auditor/trainer, to include management experience deemed necessary for successful performance of the contract. Candidate must be certified as a Registered Health Information Administrator (RHIA), Registered Health Information Technician (RHIT), Certified Coding Specialist (CCS) or Certified Professional Coder (CPC). Working knowledge of Ambulatory Procedure Groupings (APGs), Diagnosis Related Groupings (DRGs), International Classification of Diseases-Version 9 (ICD-9), and Current Procedural Terminology-Version 4 (CPT-4) coding.

Duties and Responsibilities:

Knowledge of the Centers for Medicare and Medicaid Services (CMS) guidelines for documentation, coding, and billing for services provided by supervising physicians in a teaching setting. The candidate must be able to read, understand, speak and write proficient English; interpret medical records; and understand medical terminology to correctly code both outpatient and inpatient records. Able to communicate both orally and in writing with all levels of hospital staff on proper coding and documentation. Must possess two (2) years experience in the operation of a personal computer and familiarity with common office software (Microsoft Excel, Word, Powerpoint) and electronic mail systems.