

## EMPLOYMENT OPPORTUNITY

### Senior Coding Specialist (Full-Time)

The Angel Harvey Family Health Center of the Infant Welfare Society of Chicago (Angel Family Health), a comprehensive, community-based health center in Chicago's Logan Square neighborhood, is seeking a Full-Time Senior Coding Specialist to work as a critical part of its Revenue Team.

#### Position Responsibilities

- Audits records to ensure proper coding of services prior to billing on pre-determined selected charges.
- Determines if final diagnoses and procedures stated by the physician or other health care providers are valid and complete.
- Qualitative analysis - Evaluates the medical record for documentation consistency and adequacy. Ensures that the final diagnosis accurately reflects the care and treatment rendered. Reviews the records for compliance with established reimbursement and special screening criteria.
- Qualitative analysis - Evaluates the medical record for proper documentation for Medicaid HEDIS measurements and proper HEDIS coding to maximize HEDIS bonus payment.
- Analyzes provider documentation to ensure the appropriate Evaluation & Management (E&M) levels are assigned using the correct CPT code.

#### Knowledge, Skills, and Abilities

The successful PSS candidate must have be a high school graduate and have a certificate from AAPC and five years related experience in an outpatient clinic coding for Pediatric, Adult, and Prenatal services. The candidate must be computer proficient.

If you or someone you know is interested, please submit resume to LaDora Robinson - Locke by Friday, May 12, 2017.

