

Attest Health Care Advisors, LLC is a San Antonio based virtual organization committed to be the provider of choice for health plans and pharmacy organizations seeking non-financial auditing, compliance, or consulting services. We currently serve over 150 organizations nationally and are experiencing steady growth because of our commitment to superior client service.

Attest's success is fueled by our exceptional employees assisting small to large size organizations attain compliance through our superior knowledge, outstanding client service, consistent delivery, and solution-focused attributes. Attest's culture is execution focused. Fortitude and flexibility are required. We seek talented, high-energy professionals who have the stamina, drive, and passion to work for a small growing company.

Job Description & Success Profile	
<i>Position</i>	Medical Record Coder
<i>Status</i>	Full or Part Time, Temporary
<i>Location</i>	Home-Office Based
<i>Position Summary</i>	<p>Duties include performing audits of health status by performing primary source validation comparison of medical record documentation to the corresponding paid claim to ensure all risk adjusted diagnosis in the medical record and on the claim align and originate from a valid source.</p> <p>The Medical Record Coder is a temporary position reporting to a Manager and is classified as nonexempt.</p>
<i>Success looks like</i>	<ul style="list-style-type: none"> • Accurate validation of health status elements, service codes, and quality assurance reviews • Timely and efficient review of medical records. • Maintain required individual interrater reliability rate.
<i>Essential Duties and Responsibilities</i>	<p>Core duties and responsibilities include the following:</p> <ul style="list-style-type: none"> • Performs quality reviews on records to validate coding according to the International Classification of Diseases Manual (ICD-10) for diagnoses and coding guidelines. • Review medical records to validate diagnosis on the claim are supported by the medical record documentation • Review medical records to ensure all relevant diagnosis for a date of service were documented by the provider on the corresponding claim. • Works individually and/or within a team to validate the health status which determines the risk score and HCC for health plan members including: <ul style="list-style-type: none"> ○ Service Code Accuracy (CPT/HCPCS) ○ Diagnosis Codes Accuracy for codes impacting risk scores ○ Conditions Active and/or are Under Current Treatment ○ No Conditions were Missed (i.e. identify chronic and acute conditions that were not captured) • Maintains knowledge of current and required coding certifications as appropriate; performs complex and difficult coding and abstraction work. • Stays informed about transaction code sets and Health Insurance Portability and Accountability Act (HIPAA) requirements. • Demonstrates and maintains competency in the use of computer applications • Adheres to all company policies and procedures, with a heightened emphasis on IT security and management policies
<i>Supervisory Responsibilities</i>	This job has no supervisory responsibilities

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, characteristic, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<i>Education and/or Experience</i>	<ul style="list-style-type: none">• Professional Coding Certification, specifically CPC, CCS or similar, required• Certified Risk Coder (CRC) or other coding certification(s) desired• At least 4 years of medical coding experience required• HCC experience strongly desired
<i>Language Skills</i>	<ul style="list-style-type: none">• Fluent English required• Ability to read, analyze, and interpret complex medical documentation
<i>Reasoning Ability</i>	<ul style="list-style-type: none">• Identifies and resolves problems in a timely manner
<i>Computer Skills</i>	<ul style="list-style-type: none">• To perform this job successfully, an individual should have working knowledge of Microsoft Outlook and the Microsoft Office Suite• Ability to quickly learn new systems with hands-on training
<i>Other Skills and Abilities</i>	<ul style="list-style-type: none">• Excellent judgment and discretion• Ability to work independently and productively with minimum supervision in a virtual environment
<i>Physical Demands</i>	<ul style="list-style-type: none">• The employee spends most of their time sitting at their computer
<i>Work Environment</i>	<ul style="list-style-type: none">• Position requires employee to have a home-office work area, which requires a high-speed internet connection and office/cell phone• No travel required



ATTEST HEALTH CARE ADVISORS

Employee Acknowledgement

I have read the Medical Record Coder and understand the responsibilities and requirements necessary for this position. My signature acknowledges that I am committing to the duties and functions of the above role.

Employee Name (Print)

Employee Signature

Date