



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
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**VACANCY ANNOUNCEMENT**

**POSTING NO: 089-19**

**OPENING DATE: 05/09/2019**

**CLOSING DATE: 05/22/2019**

**POSITION:** Certified Coder  
**PAY GRADE:** NE11 (\$20.45/ph to \$24.03/ph)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** Grant Funded  
**DEPARTMENT:** Health-Medical Records  
**REPORTS TO:** Medical Records Manager  
**BACKGROUND LEVEL:** Child Care

**POSTED: IN & OUT**

**JOB PURPOSE:**

Collects data using Patient Care Component (PCC) similar forms or electronic health record documentation; determines the appropriate ICD-10, HCPCS, CDT, and CPT codes for the documented health problem and inputs codes into the computer system. Ensures all data is entered in an accurate, timely, efficient manner according to established policies, procedures, and protocols.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

**JOB DUTIES:**

- Analyzes and interprets medical information on the PCC encounter form or other documentation and selects the most accurate and descriptive ICD-10 code including: final diagnosis problem with additions and treatment notes; outpatient procedures; cause and place of injury; ordered laboratory tests; and ambulatory patient care data input for the clinic.
- Enters all PCC data into the RPMS system in accordance with established policies, procedures, and protocols.
- Determines proper sequence of DX entry when more than one code is indicated.
- Maintains a log for processed PCC forms including assigned batch numbers.
- Interacts with physicians and other patient care providers regarding billing and documentation policies, procedures, and regulations; obtains clarification of conflicting, ambiguous, or non-specific documentation.

- Ensures the confidentiality, security, and safety of patient records and compliance with HIPAA regulations.
- Maintains confidential information.
- Performs other duties as assigned.
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**SUPERVISION RESPONSIBILITIES:** N/A

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

**PLEASE BE SPECIFIC REGARDING QUALIFICATIONS, AND INCLUDE DOCUMENTS THAT CONFER THE HIGHEST LEVEL OF EDUCATION, CERTIFICATION AND LICENSES.**

- High School Diploma or GED.
- One year medical coding experience.
- Certified Medical Coder.
- Must be able to pass a TB screening.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements, including patients' rights and confidentiality.
- Knowledge of department organization, functions, objectives, policies and procedures.
- Knowledge of billing requirements, Medicaid, Medicare, Worker's compensation and other insurance programs.
- Knowledge of medical terminology.
- Knowledge of CPT-4, ICD-10, HCPCS and CDT coding.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in treating internal and external customers with tact, courtesy, and respect.
- Ability to maintain confidentiality.
- Ability to collect and analyze information and develop statistical analysis and reports or data.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to enter data information quickly, accurately, and with attention to detail.
- Ability to gather data, compile information, and prepare reports.
- Ability to verify data input and correct errors.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines.

**PHYSICAL DEMANDS:**

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

**WORK ENVIRONMENT**

- Work is generally performed in an interior/clinical setting with a moderate noise level.

**PREFERENCE:**

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.