



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

**POSTING NO: 003-22**

**OPENING DATE: 02/17/2022**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** Certified Coder II  
**PAY GRADE:** NE8 (\$21.26/hr. - \$28.70/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** Grant Funded  
**DEPARTMENT:** Health Services  
**REPORTS TO:** Health Information Manager  
**BACKGROUND LEVEL:** Child/Elder

**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:**

- Assign codes for diagnosis and procedures according to the appropriate classification system for Family Practice and Specialty Clinics to include Audiology, Optometry, and Podiatry.
- Can also code Dental, EMS, and other departmental charts if needed.
- Abstract chart information and assign ICD-10, CPT, HCPCS codes for the purpose of reimbursement, prior authorizations, and continuation of care.
- Review provider documentation to determine the reason for the visit, first listed and proper sequence of diagnosis and procedure entry when more than one code is indicated.
- Evaluates medical documentation for medical necessity and Correct Coding initiative and resolves them accurately.
- Responsible for identifying and review of documentation to ensure that all required signatures and addendums are present in the medical record.

- Ensures accurate coding by clarifying diagnosis and procedural information through an established query process if necessary.
- Responsible for analysis, as well as a resolution of coding edits that occur.
- Enters all PCC data into the RPMS system in accordance with established policies, procedures, and protocols.
- Serve as a resource for coding related questions as appropriate.
- Represents the Pueblo with dignity and integrity in all relationships with staff and the public.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:** N/A

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Completion of an Accredited Health Information Program.
- Three years medical coding and abstracting experience.
- Certified Professional Coder: CPC, COC, CCS.
- Must provide and maintain current AAPC Certification.
- Must be able to pass a TB screening.
- Must be able to pass background check.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must provide a written copy of immunization record prior to employment.

**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 ICD-10, CPT, 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.