



SUSANVILLE INDIAN RANCHERIA
745 Joaquin Street
Susanville, CA 96130
(530) 257-4921

VACANCY ANNOUNCEMENT

OPENING DATE OF ANNOUNCEMENT:	July 1, 2021
CLOSING DATE OF ANNOUNCEMENT:	July 16, 2021
POSITION TITLE:	Coding Specialist
SUPERVISES:	No
STARTING SALARY:	\$23.88 to \$29.85 depending on experience
GRADE:	12
FLSA STATUS:	Non-Exempt
NUMBER OF POSITIONS:	1
STATUS:	Permanent
HOURS:	Full Time
BENEFITS:	Highly competitive package *See below
SUBJECT TO P.L. 101-630:	No

GENERAL STATEMENT OF RESPONSIBILITIES:

The Coding Specialist performs medical data review, quality assurance, data entry and reporting, using Resource and Patient Management System (RPMS), iCARE, Electronic Health Records (HER) and other ancillary systems.

Maintaining the confidentiality and security of records is of the utmost importance in this position. Adheres to Health Information Portability and Accountability Act (HIPAA) and the Privacy Act.

This position works closely with the medical, dental, family services, pharmacy, business office, and billing departments daily. There will also be occasions when the incumbent will need to make outside contacts with other specialist providers to gather information.

SPECIFIC AREAS OF RESPONSIBILITIES:

- Performs the functions of medical coding review and data entry with the RPMS system.
- Continuously updates information in the patient care component section of RPMS to ensure that the information being entered is correct and timely, while monitoring it for measures being tracked by Indian Health Service (IHS), such as PQRS, Government Performance and Results Act (GPRA), and Healthcare Effectiveness Data Information Set (HEDIS).
- Reviews each patient visit in the EHRD queue of RPMS for information and reads progress

notes of providers, nurses, dentists, counselors, and pharmacists in accordance with the regulations governing such functions and makes corrections, additions or entering of peripheral data pertaining to each type of visit. Tracks all changes to the Chief Operating Officer monthly in writing.

- Receives, reviews and inputs data from: lab tests, electrocardiogram (EKG) results, diabetic foot exams, diabetic summary sheets, prescription requests, emergency room visits, radiology results, outside provider consultations and other paperwork on a daily basis from the receptionist and other staff, sorting and entering said data in RPMS. Scans for GPRA tracking measures and enters prior to audit deadlines. Prior to all audit deadlines, will report to the Chief Operating Officer when audits are completed with a tracking sheet.
- Uses iCARE reporting, the VGEN, PGEN, and QMAN functions in RPMS to assist in the Diabetic Grant paperwork and other quality measures being tracked for purposes of Meaningful Use requirements [QIP reports for Partnership Healthplan of California (PHC), PQRS reports for Centers for Medicare/Medicaid Services (CMS), etc.].
- Uses Electronic Health Records to search for and review any measure being tracked.
- Helps initiate and maintain the Women's Health Package, sending out reminder letters, or other duties as necessary. May also assist in notifying patients of follow-up visits.
- Meets all deadlines for quality assurance and quality measures. Develops a schedule and provides to the Chief Operating Officer all audits, tracking dates due/deadlines of measures with timeframes of anticipated completion.
- Maintains customer confidence and protects operations by keeping account information and patient's health records confidential per HIPAA guidelines, on and off the work site.
- Maintains operations by following policies and procedures, that are written or verbal and suggest needed changes.
- Performs the functions of Medical and Dental coding review, and data entry with RPMS, EHR, and Dentrix systems.
- Works closely with scribes and Providers on Deficient entries, ensuring Visit Data meets Coding Guidelines for Billing Department.
- Works closely with Billing Department: correct and address any claim rejections/denials related to coding.
- Assists in Front Office Streamlining as it pertains to Coding/Billing process.
- Assists CAC and Clinic Manager on eReports Data to ensure Clinical Measures are met and entered.

- Manage/Supervise remote coders: when Remote Coders are being utilized, monitor their activity, progress, and assist with Deficiencies forwarding to the appropriate staff.
- Performs other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES:

- A. Must have knowledge of medical terminology, and anatomy and physiology.
- B. Must have knowledge of medical and dental practice operations.
- C. Must have knowledge of EHR applications for medical use and dental office applications.
- D. Must possess professional research and organizational skills.
- E. Ability to work tactfully, professionally, and effectively with the public and Native American community.
- F. Ability to attend trainings to stay current with all job functions.

MINIMUM QUALIFICATIONS:

1. Must have a high school diploma or equivalent from an accredited high school.
2. Must have a valid California driver's license or license from current residence state.
3. Must pass a pre-employment background check.
4. Must pass a pre-employment drug test.
5. Must have a valid CPR card or be able to obtain one within ninety (90) days of hire.

ADDITIONAL QUALIFICATIONS FOR THIS POSITION

6. Must have one year of experience working in a Health Care Clinic or Center.
7. Must be a certified ICD-10 billing coder or able to attain certification within one (1) year of hire date.
8. Must be able to maintain health records electronically as well as in hard copy filing and storage systems.
9. Must adhere to HIPAA and the Privacy Act.

WORKPLACE ENVIRONMENT:

- 1. PHYSICAL SAFETY:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending, carrying of light items, driving an automobile, etc. No special physical demands are required to perform the work.
- 2. WORKING ENVIRONMENT:** Regular exposure to favorable conditions such as those found in a normal office.

PERFORMANCE EXPECTATIONS:

- Uphold all principles of confidentiality.
- Adhere to all professional and ethical behavior standards.
- Interact in an honest, trustworthy and respectful manner with employees, visitors and vendors.
- Participate in departmental staff meetings, quality management activities, cultural and educational programs.
- Comply with policies and procedures.
- Display respect and understanding of Susanville Indian Rancheria's traditions and values.
- The way the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability.
- Any attitude or behavior that will tarnish the name or reputation of the Susanville Indian Rancheria will not be tolerated and is subject to disciplinary action.

PREFERENCE POLICY:

- 1st Preference: Enrolled member of a Federally Recognized Tribe.
2nd Preference: Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card.
3rd Preference: All other applicants.

SIR BENEFITS PACKAGE:

The Susanville Indian Rancheria offers its full-time employees a highly competitive benefits package, including: annual cost-of-living increases (based on SSA COLA); eligibility for annual merit increases; twelve paid holidays; thirteen days paid sick leave; up to twenty-six days paid annual leave (depending on length of service); maternity leave; paternity leave; affordable group health, dental, vision, and life insurance; and 401(k) retirement plan.

HOW TO APPLY AND APPLICATION REQUIREMENTS:

All applicants are required to submit a Susanville Indian Rancheria/ Lassen Indian Health Center application. Applications can be found on our website at: www.sir-nsn.gov/human-resources/

(SIR – LIHC – Gaming Commission Application for Employment P.L. 101-630 Requirements) or picked up at 745 Joaquin Street, Susanville, CA.

Only **complete** applications will be considered. For your application to be considered complete you must attach the following:

1. Completed Susanville Indian Rancheria/Lassen Indian Health Center Application.
2. Copy of your High School Diploma **AND** College Degree or transcripts documenting your graduation or completion of your Degree.
3. Copy of your valid Driver's License.
4. Copy of any other certifications required.
5. Copy of Tribal Card, if claiming Indian Preference.
6. Copy of DD214 or other proof of Veteran status, if claiming Veteran's Preference.
7. **An additional statement on how you meet each Minimum and Additional Qualification and Knowledge, Skills and Abilities.**

Complete applications can be dropped off in person to the Human Resources Office at 745 Joaquin Street, Susanville, California, Monday through Friday from 8:00 am to 5:00 pm. They may also be emailed to ramador@sir-nsn.gov or faxed to (530) 257-1895 or mailed to the above address. All applications must be **received** by 5:00 pm Pacific Standard Time on the closing date of the announcement.