



## Choctaw Health Center

Medical Coding  
210 Hospital Circle  
Choctaw, MS 39350-6781  
601.389.4091

### JOB ANNOUNCEMENT# 286126

**POSITION TITLE:** Medical Coder  
**SALARY:** Tribal Pay Scale Grade 9  
**SUPERVISOR:** Medical Coding Manager  
**JOB LOCATION:** Choctaw Health Center  
**TYPE OF EMPLOYMENT:** Regular Full- Time/Non-Exempt/Essential  
**OPENING DATE:** NOVEMBER 12, 2024 NOV 12 2024  
**CLOSING DATE:** NOVEMBER 26, 2024 OR UNTIL FILLED

***Mission Statement:*** *The Mission of The Choctaw Health Center is to raise the health status of the Choctaw People to the highest level possible.*

***Vision Statement:*** *Our vision is to achieve a health community through holistic health services in a culturally sensitive environment, in partnership with satisfied customers, dedicated employees, and the Choctaw Community*

The Choctaw Health Center is a 20-bed hospital centrally located in Choctaw, Mississippi off of State Highway 16 West on the Mississippi Band of Choctaw Indian Reservation. The Tribe consists of eight communities: Bogue Chitto, Bogue Homa, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine and Tucker. It serves approximately 11,000+ members of the tribe's population across ten county area in central Mississippi. It is a 180,000 square foot comprehensive health care center with three satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water.

#### **Scope of Service and Effect:**

This position is located in the Coding Department of the Choctaw Health Center. The purpose of the incumbent is to interpret, analyze, and assign diagnostic and procedural codes as well as medical information from the Electronic Health Record. The

primary function of this position is to apply ICD-10-CM, CPT, and HCPCS codes to encounters for reimbursement.

**Responsibilities and Duties:**

1. Analyze and interpret patient medical records within an area of medical/clinical specialty to determine correct coding (ICD-10-CM/PCS, CPT, HCPCS codes).
2. Work daily/weekly pending task in the coding queue.
3. Researches and analyzes data needs for reimbursement.
4. Performs audits of clinical documentation to validate documentation supports services rendered.
5. Review and verify data entered on the encounter and correct data if necessary.
6. Collaborate with the billing department to ensure all bills are satisfied in a timely manner.
7. Review any denied claims due to coding errors and applying corrections.
8. Communicating with clinicians by requesting operative and procedural reports when missing, along with requesting missing charges on rendered services.
9. Assigns codes to diagnoses and procedures for outpatient medical records using current International Classification of Diseases (ICD) and Current Procedural Terminology (CPT) coding classification systems.
10. Meet productivity and quality standards set by the coding manager.
11. Applies professional knowledge and uses critical thinking skills to assign codes to meet various payment groupings and medical necessities.
12. This job requires access to Personal Health Information (PHI), HIPAA training is required, and HIPAA compliance is expected.
13. Performs administrative duties while the coding manager is out of the office.
14. Adhere to all administrative and departmental policies and procedures.
15. Perform other duties as assigned by the manager.

**Other Requirements of the Position:**

1. **Accuracy:** Ensure accuracy and compliance with coding guidelines and regulations to prevent coding errors that could lead to billing discrepancies or compliance issues; attention to detail.
2. **Documentation Review:** Review medical records, physician notes, and other clinical documentation to extract relevant information for coding. This may involve interacting with healthcare providers to clarify documentation as needed.
3. **Billing Support:** Collaborate with billing specialists to generate accurate and compliant insurance claims based on coded information.
4. **Data Quality:** Contribute to data quality and integrity by maintaining consistent and accurate coding practices. High-quality data is essential for healthcare analytics and research.
5. **Compliance:** Stay updated with changes in coding guidelines, regulations (such as those from the Centers for Medicare & Medicaid Services - CMS), and industry standards. Ensure that coding practices are compliant with these requirements.
6. **Communication:** Communicate with healthcare providers, billing staff, and insurance companies to resolve coding-related issues, clarify coding choices, and

- address any coding-related inquiries; ability to work as a team member.
7. **Computer Skills:** Proficiency in using computer software and data entry tools is essential. Familiarity with electronic health record (EHR) systems is often required.
  8. **Confidentiality:** Understanding and commitment to maintaining patient confidentiality and adhering to healthcare privacy regulations.
  9. **Problem Solving:** Being able to identify and rectify data entry errors and discrepancies is crucial.
  10. **Time management:** The ability to work efficiently and manage time effectively, especially in a fast-paced healthcare environment.
  11. **Typing Skills:** Fast and accurate typing skills are necessary to efficiently input data.

### **Hours Worked:**

This is an essential position. Employees are responsible for clocking in and out as scheduled. Tribal personnel policies will apply for overtime and for sick and annual leave. Incumbent may be required to work weekends and holidays. Mandatory overtime may apply if the manager deems it necessary. Incumbents will be called back to duty under certain circumstances such as short staff or emergencies.

### **Work Environment:**

1. Normally works in a well-lighted, well-ventilated area.
2. Involves some discomfort due to long hours sitting while performing job duties.
3. Visual demand is intensive, and usage of video display terminal may cause eye, shoulder, wrist strain.
4. There is potential exposure to infectious diseases.

### **Qualifications:**

1. High School Diploma or GED graduate **(REQUIRED)**. Attach copy to application.
2. **Recommended** to have a valid verifiable medical coding license/certification (CPC, CCA, CCS, RHIT, RHIA) within a year or two years, according to educational preferences, of hire date.
3. Completion of criminal background investigation and pass a pre-employment drug test.

**In accordance with the Choctaw Health Center Employee Health Program, an employee screening will be performed upon hire. Employees are encouraged to continue to receive routine examinations with their clinical provider of choice.**

**\*\*\*CHOCTAW HEALTH CENTER PROPERTIES ARE TOBACCO FREE\*\*\***

**NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:**

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained up upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed.

**IF INTERESTED, SEND APPLICATION TO:**

Mississippi Band of Choctaw Indians  
Human Resources  
P. O. Box 6033, Choctaw Branch  
Choctaw, MS 39350