



Certified Medical Coder – Emeryville Headquarters

UCSF Benioff Children's Physicians (UBCP) is a multispecialty physician foundation, and an associated clinically integrated network. Our primary goal is to foster physician collaboration to deliver the most advanced maternal and pediatric care throughout Northern California and beyond. We have Pediatric, After Hours Care and Maternal Fetal Medicine clinics located throughout the San Francisco Bay Area.

POSITION SUMMARY:

Certified Medical Coder is responsible for the review of patient medical records including inpatient and outpatient professional services rendered to assign codes to diagnoses and procedures performed.

JOB PERFORMANCE STANDARDS:

Responsibilities:

1. Daily Review of reported tests to ensure the accuracy of billing.
2. Daily review of denied claims relating to CPT and ICD10 coding errors as reported in the various denial management programs which include Lyra and Epic.
3. Other billing related functions as required, including but not limited to patient calls, problem resolution, etc.
4. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Essential Functions:

A. Productivity/Efficiency:

- Works collaboratively with Revenue Cycle colleagues to ensure provision of work products that meets quality and quantity expectations.

B. Critical and Analytical Thinking:

- Possess the ability to analyze situations and strategize solutions.

C. Technical Skills:

- Basic computer skills, including Windows, Word and Excel

D. Communication (Oral and Written):

- Ability to communicate effectively and follow written and verbal instructions

E. Professional Accountability:

- Engages in teamwork and collegial collaboration among all team members.
- Maintains positive working relationships with UBCP colleagues, and others.
- Ensures work product meets defined quality, quantity and timeliness expectations.

F. Quality and Service:

- Maintains standards of service, productivity, safety, and security.
- High level of integrity with ability to handle confidential information
- High work ethic, remarkable attendance and punctuality

G. Other Job Functions:

- Performs other duties as assigned.

POSITION REQUIREMENTS:

Required Qualifications

- Medical Coding Certification (CPC)
- Must code all records with 95% accuracy
- Excellent attention to detail

Ability:

- Able to demonstrate excellent time management skills
- Ability to Interact with patients, clients, staff with a “customer service” attitude

Education:

- High School/GED

Knowledge:

- Knowledge of insurance guidelines especially Medicare, State Medicaid and Commercial
- Knowledge of medical terminology, anatomy and physiology, compliance and reimbursement guidelines

ADDITIONAL INFORMATION

A. Physical Requirements

- Must be able to lift 20 pounds.
- Must be able to walk, stand, or sit for long periods of time.

B. Working Relationships/Contacts:

- Initiates and maintains communication with Manager and colleagues on critical issues.
- Initiates and maintains effective working relationships with UBCP colleagues and other people with whom the incumbent must interact to perform their responsibilities.
- Respects and is sensitive to cultural diversity, patient care, patient rights and ethical treatment, safety and security of physical environments, teamwork, and demonstrates respect for others.

Equal Opportunity and Affirmative Action in Employment

It is the policy of UBCP to provide equal employment opportunities to all individuals without regard to race, color, national origin, religion, sex, gender, gender expression, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services.

UBCP will only employ those who are legally authorized to work in the United States. Any offer of employment is conditional upon the successful completion of a background investigation and pre-employment health screen.

This is intended to be consistent with the provisions of applicable state and federal laws and UBCP policies.