Coding Specialist

We are currently seeking a Medical Coder for our Orthopaedic Clinic. This individual will be responsible for coding all physician, clinical and surgical claims. Review documentation via EHR or operative note to verify the accuracy and completeness of CPT and ICD10 code assignment for claims submission. Support AR staff with coding rationale for payer appeals.

Job Duties:

- Serves as the key point of contact for coding information.
- Provides onsite coding and documentation, education and feedback to providers for coding changes (CPT including E&M, modifiers and internal codes, ICD-9, ICD-10, HCPCS), annual updates, payor requirements and insurance rejection resolution.
- Staying abreast of payer regulations and documentation requirements.
- Procedure precertification assigning of ICD-10 and CPT codes.
- Maintains current knowledge of Medicare, Medicaid and other regulatory requirements pertaining to nationally accepted coding policies and standards.
- Coding in-office E&M services, procedures and surgeries.

Qualifications:

- High School Diploma or equivalent.
- Minimal 3 years coding experience, preferably in Orthopaedics.
- Certification from either the American Academy of Professional Coders (CPC) or the American Health Information Management Association (AAPC).
- Advanced knowledge of ICD, CPT and HCPCS coding guidelines.
- Advanced knowledge of medical terminology, anatomy and physiology and regulatory requirements.
- Ability to develop rapport and maintain positive, professional relationships with physicians.
- Excellent critical thinking and analytical skills, with a high attention to detail.
- Ability to work independently and exercise independent judgement and decision making.
- Ability to meet deadlines while working in a fast-paced environment with the ability to multi task.
- Strong computer skills including knowledge of Microsoft Office.
- EPIC experience preferred.

Please send resume and cover letter to Roberta at: rcarr@orthowisconsin.com