



POSITION NUMBER: 1223

**UNIVERSITY OF SOUTH ALABAMA
HUMAN RESOURCES
ANNOUNCEMENT OF VACANT POSITION**

TITLE: Medical Records Technician - Coder
Regular/Full-time

8A-4: 30P, M-F

MINIMUM REQUIREMENTS: Completion of Health Information Technology coursework and registered by the American Health Information Management Association as Registered Health Information Technician (RHIT). ICD-9-CM or CPT coding experience in an acute care hospital preferred. Certified Coding Specialist from the American Health Information Management Association of certification as a Certified Professional Coder-Hospital from the American Academy of Professional Coder preferred.

ESSENTIAL FUNCTIONS: Utilizes and accesses the Hospital Information System, Encoder System, coding internet sites, email, biomedical library, and the department's tracking and deficiency system via PC. Reviews patients' entire medical record and assigns appropriate codes using ICD-9-CM/CPT/Encoder coding systems within five days of discharge. Selects the correct principal diagnosis and procedure as well as the sequence of all other diagnoses and procedures according to the uniform discharge data system. Assists physicians, Business Office, and other medical record requestors by answering questions regarding the proper documentation and coding of records. Reads and studies information concerning coding changes to be able to properly code records. Communicates with the medical staff and other health care providers on proper documentation of severity of illness and intensity of service to ensure optimal reimbursement. Abides by and enforces hospital policies and adheres to current Infection Control and Safety Standards. Maintains accurate and complete records. Communicates and uses appropriate customer relation skills with physicians, families and healthcare team, and the ability to respond to overhead pages. Regular and prompt attendance and the ability to work the assigned shift including overtime. Performs other related duties as assigned.

Qualified applicants may apply in person Monday-Friday, 8:00 a.m. – 4:30 p.m. in the office of Human Resources or complete the electronic employment application forms as per the on-line Application Process instructions and send them to:

Human Resources
University of South Alabama Medical Center
2451 Fillingim Street
Mobile, Alabama 36617-2293
jobsusamc@usouthal.edu

LOCATION: Medical Records
USAMC

OPEN AS OF: August 22, 2007

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