



## Job Description

**Job Title:** Coder/Abstractor  
**Department:** Health Information Systems  
**Reports To:** Director of Revenue Cycle  
**FLSA Status:** Non-Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** 02/10/10  
**Approved By:** Director of Revenue Cycle  
**Approved Date:** 03/24/2021  
**Revised Date:** 08/09/2023

### SUMMARY

The Coder/Abstractor is responsible for efficient flow of technical functions within the Health Information Services Department including coding and abstracting of records and performing documentation analysis to meet established guidelines set forth by Departmental Policies and Procedures, Federal and State regulatory agencies, Medical Staff Bylaws, Rules, Regulation, and third party payers while maintaining confidentiality.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Maintains confidentiality of all hospital and patient records.

Develops an extensive knowledge of medical terminology and familiarity with a variety of medical documents to assist in the proper assignment of diagnosis and procedure codes.

Codes outpatient and inpatient charts, including Emergency Room, Outpatient Surgery, Observation Bed and all ancillary services using ICD-10 and CPT as soon necessary information is compiled to enable coding.

Abstracts outpatient and inpatient records in computer in conjunction with code assignment.

Ensures outpatient and inpatient records have all the necessary documentation prior to coding and reports any deficiencies or inaccuracies to support staff.

Reviews records using approved criteria for medical staff review functions such as Tissue Report.

Reviews the Authorization and Referral Management module within Meditech on a daily basis and assigns diagnosis and procedure codes to assist in the flow of the prior authorization process.

Performs other duties as needed in emergent situations.

Responsible for performing other necessary department duties to ensure the smooth operation and uninterrupted service of the department.

Assists other personnel with backlog in the department as requested and able.

Attends departmental meetings as scheduled.

Attends facility-mandated inservices as assigned.

Recommends to supervisor updates to current procedures and implements changes as approved.

Interacts with others according to Facility defined standards.

Demonstrates ability to work cooperatively with other employees, patients, visitors, physicians and personnel from other agencies.

All other duties as assigned.

## **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service - Responds promptly to customer needs; responds to requests for service and assistance.

Interpersonal Skills - Maintains confidentiality; listens to others without interrupting; keeps emotions under control.

Oral Communication - Speaks clearly; listens and gets clarification; responds well to questions.

Written Communication - Presents numerical data effectively; able to read and interpret written information.

Teamwork - Contributes to building a positive team spirit.

Professionalism - Approaches others in a tactful manner; treats others with respect and consideration regardless of their status or position.

Quality - Demonstrates accuracy and thoroughness.

Quantity- Meets productivity standards; completes work in a timely manner; strives to increase productivity; works quickly.

Attendance/Punctuality - Is consistently at work and on time.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions.

Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

Initiative - Volunteers readily; undertakes self-development activities; seeks increased responsibilities; looks for and takes advantage of opportunities; asks for and offers help when needed.

Analytical – Collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; uses reason even when dealing with emotional topics; works well in group problem solving situations.

Technical Skills - Pursues training and development opportunities; strives to continuously build knowledge and skills.

Organizational Support - Follows policies and procedures; completes tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities.

Motivation - Demonstrates persistence and overcomes obstacles; measures self against standard of excellence.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

Safety and Security- Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Adaptability - Manages competing demands; changes approach or method to best fit the situation; able to deal with frequent changes, delays, or unexpected events.

## **SUPERVISORY RESPONSIBILITIES**

None.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION AND/OR EXPERIENCE**

Registered Health Information Technician (RHIT) from an accredited school and/or CCS, CPC, or CPC-H, specializing in coding.

1 – 3 years hospital coding experience preferred.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

## **COMPUTER SKILLS**

To perform this job successfully, an individual should have knowledge of Internet software and Word Processing software. Experience using encoding and grouping software. Experience in the operation of a computerized medical information system.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Registered Health Information Technician (RHIT) or CCS, CPC, or CPC-H from an accredited school.

Certificate from an accredited coding certification program.

## **DESIRED QUALIFICATIONS**

Registered Health Information Technician RHIT or CCS, CPC, or CPC-H credentials specializing in coding.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

The noise level in the work environment is usually moderate.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read this job description and agree to work as assigned.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date