

UW HEALTH JOB DESCRIPTION

CODING MANAGER

Job Code: 451001	FLSA Status: Exempt	Mgt. Approval: R. Buol	Date: October 2020
Department: Coding & CDI		HR Approval: J. Theisen	Date: October 2020

JOB SUMMARY

Under the direction of the Director of Coding and CDI the Coding Manager is responsible for the development and ongoing maintenance of the Coding team. The position manages and oversees daily operations, including but not limited to overseeing the department and staff, data collection, analysis, and reporting to meet department and institutional wide goals.

The position requires excellent critical thinking skills and knowledge of MS DRGs, APR DRGs, APCs, Official Coding Guidelines, and a broad-based and thorough understanding of ICD-10 CM, PCS coding and CPT/HCPCS systems. Ability to adapt to changes in the workload and work functions, to work independently and to effectively prioritize work assignments.

This position requires in depth knowledge of Coding process, workflow management and electronic health records. The position requires a high degree of collaboration with clinicians, health care providers, Revenue Cycle and Coding leadership.

MAJOR RESPONSIBILITIES

- Manage the Coding team including but not limited to: hiring, training, managing & evaluating team performance and conducting professional development plans.
- Ensure that the productivity and actions of the Coding team meet and support the overall operational goals of the department and institution.
- Assist Director with development of annual budget.
- Design, develop and execute standard policies and procedures, standardized queries, and strategies targeted to improve the quality of documentation and overall quality and financial performance of UW health.
- Develop and execute Coding process improvement projects (department and institutional wide)
- Ensure all appeals are completed timely and that sound clinical evidence and coding clinic information is submitted.
- Collaborate extensively with members of the health care team to provide data and solution development processes.
- Inform and educate coding staff or other departments (as needed) of regulatory (CMS/Medicaid) and 3rd party payors and implements policy/guidelines to ensure compliance with changes.
- Analyze and execute compliant coding based on PEPPER Reports, 3rd party auditor alerts, OIG, CMS, WHA etc.
- Conduct investigatory meetings of potential work rule violations.
- Counsel Coding team on actions required to meet minimum performance requirements.
- Provide or arrange for necessary knowledge-based resources required by the Coding team to meet quality and production standards.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Graduate of a Medical Coding Program or associate degree in health care related field.
	Preferred	Graduation from a Health Information Technology or Health Information Administration program
Work Experience	Minimum	Three (3) years' experience supervising/managing coding in a medium to large facility
	Preferred	Three (3) or more years of experience with coding supervision/management in an academic medical center
Licenses & Certifications	Minimum	Certification as Certified Professional Coder (CPC), Certified Outpatient Coder (COC), Certified Inpatient Coder (CIC), Certified Coding Specialist (CCS), or Certified Coding Specialist Physician-Based (CCS-P) required
	Preferred	Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA)
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Official Coding and Clinical Documentation Guidelines • Familiarity of automated/computerized encoders, groupers, abstracting, database, billing systems, medical records. • Proven/demonstrated skills in use of encoder grouping and abstracting software • Knowledge of the principles and practices of supervision as applied to the management and direction of personnel

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- Strong organizational, planning, scheduling and project management abilities
- Excellent leadership ability
- Excellent oral and written communication skills
- Excellent analytical ability to develop and analyze data to recommend solutions and solve complex problems.
- Ability to insure a high level of customer satisfaction including employees, patients, visitors, faculty and other departments within UWHC/UWMF.

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

	Infants (Birth – 11 months)		Adolescent (13– 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
X Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.