

UW HEALTH JOB DESCRIPTION

Supervisor Coding

Job Code: 452001	FLSA Status: Exempt	Mgt. Approval: R. Buol	Date: February 2024
Department: Revenue Cycle - Coding		HR Approval: B. Haak	Date: February 2024

JOB SUMMARY

Under the direction of the Coding Manager, the Coding Supervisor is responsible for providing first-line supervision for Medical Coding staff. This may include Coding Assistants, Medical Coder I & II, Team Leads and Coding Quality Analysts. Supervisor responsibilities include but are not limited to: daily supervision and monitoring of quality and productivity performance, interviewing, hiring, and any necessary discipline of staff. The Coding workforce is predominantly remote. This position also involves participation in process improvement projects and supporting the work needed to meet department and institutional wide goals.

The position requires a high degree of collaboration with Revenue Cycle, Chargemaster staff, and the HIM Department. Close collaboration between UWMF Coding Department (professional), UWHC Coding Department (facility) and the Clinical Documentation Integrity (CDI) team is an expectation for this role.

MAJOR RESPONSIBILITIES

1. Provides daily supervision of coding staff and provides feedback to the Coding Manager on exceptional and/or substandard performance.
2. Leads all efforts associated with hiring, interviewing, onboarding and discipline
3. Provides ongoing feedback to staff on areas for improvement
4. Ensures that all members of the coding team are following official policies and standard procedures and conduct discipline for those in violation
5. Counsels coding staff on actions required to meet minimum performance requirements.
6. Provides or arranges for necessary knowledge-based resources required by the coding staff to meet quality and production standards.
7. Prepares staffing schedules to provide adequate coverage for all work queues and bodies of work
8. Supervises audits of coded medical records.
9. Compiles, analyzes and presents data related to coder performance, documentation issues, and charging errors
10. Executes process improvement projects.
11. Communicates documentation and charging concerns to clinical staff.

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 healthcare related field. Two (2) years of experience may be considered in lieu of a degree in addition to the required experience below.
	Preferred	Graduate of a Health Information Technology program
Work Experience	Minimum	Two (2) years medical coding experience with at least one (1) year in a leadership role
	Preferred	Two (2) years supervisory experience
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), Certified Coding Associate (CCA) required.

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	Preferred	Registered Health Information Technician (RHIT), Registered Health Information Administrator (RHIA)		
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • In depth knowledge of coding process, coding systems software, workflow management, and electronic medical records. • Advanced knowledge of the ICD-10 CM/PCS and CPT/HCPCS coding systems and conventions • Advanced knowledge of, but not limited to, Official Coding Guidelines and methodologies. MS-DRGs, APR-DRGs, APCs, 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 • Strong organizational, planning, scheduling and project management abilities • Excellent leadership ability • Excellent oral and written communication skills • Excellent critical thinking skills • Excellent analytical ability to develop and analyze data to recommend solutions and solve complex problems. • Ability to adapt to changes in workload and work functions and to effectively prioritize work assignments. • Ability to ensure a high level of customer satisfaction including employees, patients, visitors, faculty and other departments within UWHC/UWMF. 		
PHYSICAL REQUIREMENTS				
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>				
Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
X	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, 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
	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.