



Professional Fee Coding Consultant Job Description

Job Title: Professional Fee Coding Consultant
Department: Hospital / Ambulatory Clinic
Reports to: VP of Outpatient Services
FLSA Status: Exempt

Position Summary: The Pro Fee Coding Consultant is an entry-level position. This consultant completes a customized orientation plan under the direction of the Vice President of Outpatient Services. The Pro Fee Coding Consultant completes record review under the guidance of senior consultants. Independent record reviews may be assigned once at least a 90% accuracy rate is achieved. Upon successful completion of the ACS 90-day probationary period (and any required extension of probation), the Pro Fee Coding Consultant should strive to achieve the position of Associate Pro Fee Coding Consultant.

Essentials of Duties and Responsibilities:

1. Complete outpatient record reviews in accordance with ACS procedures (as outlined in the ACS outpatient audit elements reference) to verify accuracy of coding, adequacy of documentation and query compliance to support optimal APC assignment and reimbursement. Coding and documentation are also evaluated for appropriate credit for risk adjustment across Medicare, Medicaid, and commercial discharges.
2. Participate, alongside the Vice President of Outpatient Services or a senior consultant, in the delivery of review-based webinar, classroom, or one-on-one education for coders, billers, other pertinent department staff and physicians.
3. Participate, alongside the Vice President of Outpatient Services or a senior consultant, in the provision of a review-based summary session to clinic or pro fee leadership.
4. Provide advice that is consistent with Official Coding Guidelines, AHIMA Standards for Ethical Coding and ACS coding policies.
5. Maintain subject matter expertise in clinical validation criteria and practices, ICD-10-CM, CPT-4 and HCPCS Level II coding guidelines.
6. Attend continuing education workshops, webinars, etc., for coding and documentation integrity and compliance.
7. Participate in all ACS staff meetings and training sessions (two staff meetings per year with weekly remote Team meetings, interim inpatient team web conferences, monthly ACS webinars, and Shawnee office onsite meetings as needed).
8. Other responsibilities as assigned. Duties may be subject to change at any time at the discretion of management, formally or informally, verbally or in writing.
9. Consultant is responsible to place a reminder on the hospital or clinic Teams bucket to contact client for follow-up reviews.

Additional Responsibilities:

- Each outpatient consultant will review:
 - Each issue of *Coding Clinic for HCPCS and do quiz*.



Professional Fee Coding Consultant

Job Description

- Each issue of *Coding Clinic for ICD-10-CM* and do quiz.
- Read each CPT Assistant Newsletter
- Review Monthly and Quarterly OPPS Updates
- Review National Coverage Determinations as needed for reviews.
- Review Local Coverage Determinations as needed for the review within the specific state the review is being provided.
- Read OPPS Final Rule
- Review new, deleted, and revised CPT and HCPCS codes for new year to be able to provide education to clients.
- Review new, deleted, and revised ICD-10-CM codes for new year to be able to provide education to clients.
- Keep sharepoint calendar current and ensure billable days are assigned appropriately based on type of review.
- Monitor PTO days and ensure ½ of PTO time is taken by end of June and the rest are taken by the end of December.

Skills & Qualifications:

- Extensive Outpatient Coding Skills: ICD-10-CM, CPT-4 & HCPCS Level II codes. Understanding of the impact of code assignment to quality measures and risk adjustment.
- Clinical Validation Skills: Apply current industry standard clinical indicators, risk factors and treatment protocols used in clinical validation of payment impacting code assignment. Solid command of anatomy, physiology, pathology, laboratory, imaging, pharmacology, disease assessment, management and treatment is required.
- Excellent written and verbal communication skills
- Interpersonal Skills:
 - Critical thinking
 - Initiative - proactive and self-directed
 - Curious and detailed oriented
 - Commitment to life-long learning
- Office products (Word, Excel, Power Point, Outlook)
- Navigating Electronic Health Records
- AAPC Codify
- Adobe Acrobat
- TruCode encoder
- Sharepoint
- Optum Medical Reference Engine
- Go-to-Meeting
- Teams

Experience:

- 5+ years of experience in professional based coding/auditing
- Knowledge of OPPS reimbursement methodologies, along with thorough knowledge of Medicare reimbursement and billing guidelines.



Professional Fee Coding Consultant

Job Description

- Knowledge of NUBC revenue codes, mapping structures and extensive experience with UB-04 claim and payment remittance advice statements are required.
- Knowledge of Medical Necessity of services through the CMS Local and National coverage Determinations
- Experience with CMS transmittals and manuals.

Certifications and Licensures: AAPC COC, CPC or AHIMA CCS-P

Consultants without a credential must be eligible and willing to sit for the exam within their first year of employment.

Other licensure or certifications – such as CPMA, CDEO, CPC-P, CRC, and other specialty credentials – advanced degrees, and Fellow standings (FAHIMA, FHFMA) are also relevant to the position.

Work Environment: Because the majority of our work can be provided remotely, consultants are able to work from a home office, or the Shawnee office (local employees) when not required to be onsite with a client. When travel is required, we make every effort to limit the number of days away from home to two or three days in a week and provide an opportunity for consultant input into the schedule before finalizing with the client.

Physical Demands: Travel. Prolonged periods of sitting at a desk and working on a computer.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Acknowledged: Supervisor

Date:

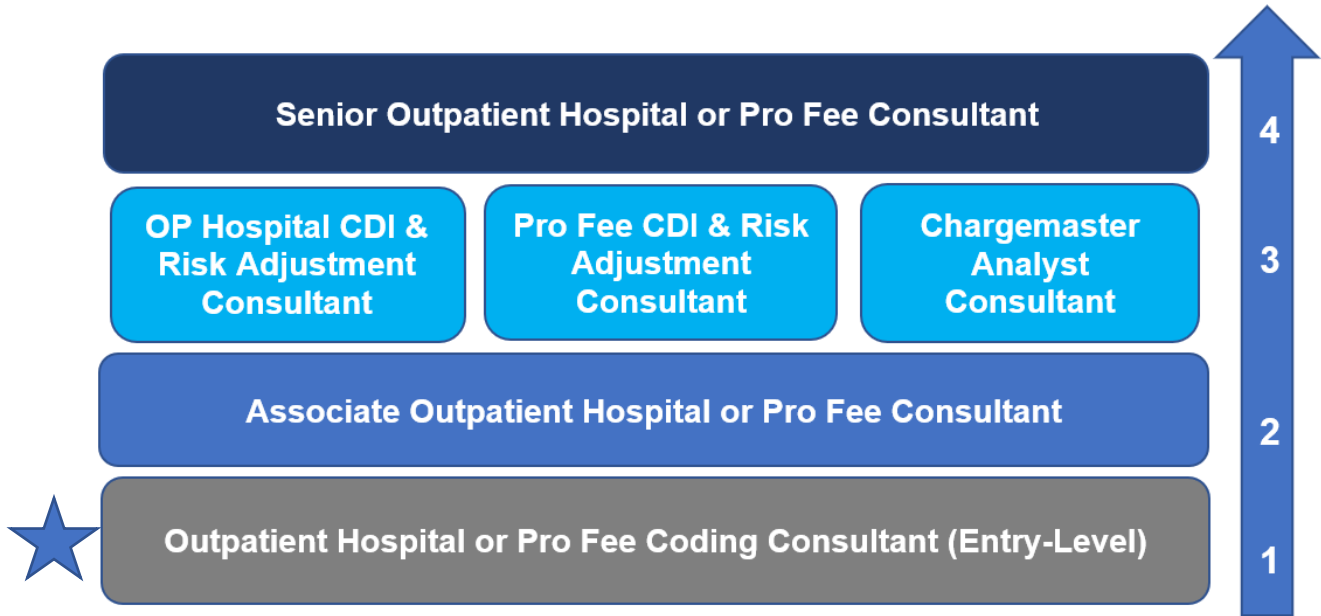
Acknowledged: Employee

Date:

Print: Employee Name



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Refer to position job descriptions for list of required functions for each step in the career ladder