

### JOB DESCRIPTION

<b>JOB TITLE:</b>	Corporate Coding Coordinator		<b>COMPANY:</b>	My Choice Quality Care Network
<b>REPORTS TO:</b>	Vice President, Operations			
<b>DIRECT REPORTS:</b>	N/A			
<b>STATUS:</b>	Non-Exempt	FULL-TIME	<b>WORK COMP CLASS:</b>	8810
<b>OUTSIDE TRAVEL:</b>	25%	<b>SCHEDULE:</b> 7-7/M-F	<b>WORK CONDITIONS:</b>	Remote/Home Office
<p><i>*The pay range for California residents for this position is \$65,000-\$85,000, however, the actual base pay offered may vary depending on skills, experience, job-related knowledge and location. To best ensure pay equity, we typically do not bring in new hires above the middle of our listed salary bands.</i></p> <p><i>*This job description is intended to be a general statement about this job and is not to be considered a detailed assignment. It may be modified at any time, with or without advance notice, to meet the needs of the organization.</i></p>				

### JOB SUMMARY

My Choice Quality Care Network is an Accountable Care Organization and is seeking a Coding Coordinator to provide chart reviews and education on coding to ACO member organizations. This position will play a key role in ensuring accuracy of risk adjustment coding and documentation for network providers. The Coding Coordinator position will be focused on accuracy of documentation and reporting of diagnosis codes including HCCs. The role will perform retrospective chart reviews including HCCs of designated patient encounters, develop customized education, provide feedback for process improvements, and ensure compliance with payer and industry standards. This position actively supports the mission and vision of Health Center Partners of Southern California and its subsidiaries helping to develop high performing practices that will thrive in an environment changing from volume to value.

### ESSENTIAL JOB FUNCTIONS

- Perform coding and documentation reviews and interpretations of medical records of participating ACO clinicians to ensure accuracy of all reported diagnoses including CMS Hierarchical Condition Categories (HCC) conditions, quality measures, SDOH/z codes and more as supported by clinical documentation.
- Assess the need for provider education and training based on analytics and quality chart review of medical records. Identify high volume providers for additional targeted reviews.
- Serves as a consultant to all providers, helping them to improve documentation and proper coding and ensuring maximizing reimbursement.
- Respond to coding and documentation questions from provider offices, including specialists.

- Provide ongoing updates of documentation inadequacies or trends to construct appropriate coding education and outreach to health centers and providers.
- Provide educational updates regarding coding and documentation changes to providers.
- Serve as a liaison to facilitate communication between various constituents in order to assist in capturing chronic disease burden of the clinical enterprise patient population.
- Utilize network designated coding chart review tools and technology to perform monthly chart reviews and identify high risk providers and/or practices for outreach and education.
- Identify process improvement opportunities associated with coding opportunities and the management of risk adjustment initiatives.
- Participate in chart review/reconciliation efforts led by the Coding and Documentation Integrity Department for continuous quality improvement efforts.
- Participate on multi-disciplinary Quarterly Business Review teams to review quarterly chart review findings, trends, educational opportunities, and network quarterly strategies.
- Perform physician queries as needed in order to validate ICD-10/HCC diagnosis codes and follows established physician query policy and procedures.
- Ensure compliance with ACO programmatic
- Ensure compliance with all applicable Federal, State, and Network/Payer laws, regulations and policies related to coding and documentation.
- Perform other related duties as assigned.

## **QUALIFICATIONS**

### **Skills**

- Ability to communicate effectively to providers regarding chart review results
- Ability to communicate effectively to centers and staff regarding departmental policy
- Ability to represent the Department in a professional manner when interacting with physicians and other staff members
- Ability to handle issues professionally
- Knowledge of PowerPoint, Microsoft Word and Excel
- Organizational skills
- Time Management Skills

### **Education/Experience**

- Candidate must hold a nationally recognized coding credential (CPC from AAPC, CCS from AHIMA).
- Minimum of 5 years' experience in retrospective chart reviews and CMS Hierarchical Condition Categories (HCC), preferably with an Accountable Care Organization or Federally Qualified Health Center experience. Candidate with experience working with community-based organizations and ethnically diverse communities and populations is preferred.



- Additional coding experience with E/M and ambulatory/outpatient procedures preferred.
- Prior experience in developing and delivering physician education presentations.

### **PHYSICAL REQUIREMENTS**

- Ability to sit or stand for long periods of time
- Ability to reach, bend and stoop
- Physical ability to lift and carry up to 20 lbs.

### **HIPAA/COMPLIANCE**

- Maintain privacy of all patients, employee and volunteer information and access such information only on as need to know basis for business purposes.
- Comply with all regulations regarding corporate integrity and security obligations. Report Unethical, fraudulent, or unlawful behavior or activity.
- Upon hire and annually attend HCP's HIPAA training and sign HCP's Confidentiality & Non-Disclosure Agreement and HIPAA Privacy Acknowledgment
- Upon hire and annually read and acknowledge understanding of HCP's HIPAA Security Policies and Procedures
- Adhere to HCP's HIPAA Security Policies and Procedures and report all security incidents to HCP's Privacy & Security Officer

### **OTHER REQUIREMENTS:**

- Must possess valid driver's license, insurance and own transportation for use in work, and be flexible with working some evenings and weekends, within a 40-hour workweek.
- Ability to travel throughout the United States. Some local and out of town travel required.

I acknowledge that I have read and understand this job description. My signature below certifies that I am able to perform the essential duties and responsibilities of this position. I have also discussed any accommodations that I feel I might need to allow me to perform these essential functions. Additionally, I agree to abide by the policies and procedures established by Health Center Partners of Southern California.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (please print)