



Position Information:

Position Title	Coder
Wage/Salary Range	\$24.59 to \$36.28 per hour DOE
FLSA Status	Non-exempt, hourly
Employment Status	20-40 hours per week, negotiable
Probationary Period	12 months
Training Period	2 months
Primary Location(s)	negotiable
Secondary location(s)	
Supervisor	Fiscal Manager

Background

Columbia Health Services is a service-focused non-profit organization dedicated to making Columbia County a healthier place. We recognize that achieving health is a lifelong process that is made possible through individual, group, organizational and systemic processes. CHS values employee wellness and balance and has personnel policies, procedures, practice and culture that support that value.

In an effort to improve family’s access to care for all of our programs, CHS is embarking on a significant growth. We are eager to bring on additional team members with relevant skills and experiences, who have a heart for meaningful connection and relationship building.

With a substantial increase in the proportion of mental health services provided through CHS, CHS needs to find expertise in mental health, primary care, and reproductive health billing and coding.

Education and Experience

Eligible candidates will have certification and/or at least five years of experience coding for medical and behavioral health and supply excellent references. Candidate may be hired as an employee or as a contractor. Position may be remote anywhere in the United States or in person from one of our locations.

Responsibilities

Coder will be responsible for training providers on appropriate coding within CHS. The coder will also review errors in charts and provide corrective coaching. S/he will stay current on coding regulations and changes and work closely with the Data Specialist, MH Team Manger and Director to ensure metrics are being coded correctly.

Skills

- Excellent communication skills
- Ability to coach with kindness to ensure providers are coding correctly



- Attention to detail and ability to work with the team to identify

Performance Indicators

- Success in this position will be measured as:
- Improved knowledge and competence of clinic team in coding expectations and requirements
- Decreased number of coding errors within the organization
- Responsiveness to training requests

Timeline

Position will begin as early as September 1, 2022

CHS offers medical, dental insurance, generous employer-match 401K program, 11 paid holidays, and generous paid time off benefits package.

Expectations for all staff include:

- Ability to work well with internal (coworkers, patients) and external (community partners) people is essential
- Utilization of agency tools and resources to maximize efficiency is critical (Google calendars, online order requests, email lists, etc.)
- Shall uphold the code of ethics in every interaction
- Shall represent PH professionally by being prepared, arriving on time, being engaged in the activity, and communicating factual information
- Must pass all site reviews
- Take responsibility for requesting additional training needs immediately
- Expected to keep workspace functional, sanitary & presentable for others to use
- Attend monthly staff meetings and quarterly program meetings.
- Maintain strict confidentiality of all patient information at all times.
- Other duties as assigned.

Physical Requirements May Include:

In an eight-hour day the employee may:	Employee may use hands for repetitive:	Employee may need to occasionally:
Stand/ Walk 1 - 4 hours	Single grasping	Bend/Squat
Sit 5 - 8 hours	Pushing and pulling	Climb Stairs and ladders
Drive 1-3 hours	Fine manipulation	Lift up to 30lbs.

Noise level in the work environment is usually moderate.