



**OHIO**  
UNIVERSITY

**Classification and Qualification  
Standards  
Patient Account  
Representative – Coder**

*ADMINISTRATIVE/TECHNICAL ROLE*

<b>Career Series:</b> Records	<b>Job Code:</b> 14214 <b>Grade:</b> C	<b>Date Established:</b> 2/8/2003	<b>FLSA Category:</b> NON-EXEMPT
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**JOB SUMMARY**

Under general direction, the specialized classification utilizes independent judgment to interpret policies and procedures, and answer non-routine questions. This classification requires knowledge of complex records management, medical coding, and medical terminology in order to complete complex tasks, and act as a liaison between patient, physician, insurance companies, and third parties by abstracting pertinent information from confidential medical records and assigning codes and editing for accuracy.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Directs processing of daily medical charges. Assures the correct CPT, ICD-9 and HCPC codes are properly assigned and entered into the practice management computer system. Reviews medical records and documentation for accuracy and compliance.
2. Trains physicians, residents, interns, nursing staff, and various students on documentation, coding and compliance.
3. Assures security and confidentiality and makes decisions pertinent to records according to University policy, government regulation and/or compliance issues.
4. Assigns the appropriate codes in correspondence to physician documentation using governmental coding regulations.
5. Abstracts pertinent information from records and assigns codes and edits for accuracy.
6. Interprets federal, state, and local laws and ensures compliance of governmental regulations and University policies, procedures and guidelines.
7. Audits records and prepares and distributes special reports, providing feedback for physicians regarding compliance with federal guidelines.
8. Acts as a liaison between University, community, and outside federal and private agencies providing advice, consultation and responding to numerous requests for records information and data.
9. Processes requests for release of confidential information.
10. Develops and implements policies and procedures related to records management and coding.
11. Handles requests and coordinates collection of medical records-related information.
12. Performs other duties as assigned.

**Worker Characteristics (knowledge, skills & abilities to perform the job duties)**

Knowledge of records management; record systems or record databases; data analysis; medical record coding; and medical terminology; patient charts\*; coding audits\*; and federal, state, and local rules and regulations regarding medical claims. Skill in operation of computer. Ability to compile data for use in reports; review database records; and prepare audit findings.

(\*developed after employment).

**Minimum education & experience required (including training, registration & licensure)**

12 mos. training or 12 mos. experience in records management, complex record systems or record databases, and data analysis. 1 course or 3 mos. training or 3 mos. experience in medical records, medical coding, & medical terminology. 1 course or 3 mos. experience in operation of computer.

--Or equivalent of the education and experience listed above.

*This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity.*