

POSITION:	Coding Specialist	Job Posting A 289
DEPARTMENT/UNIT:	Health Information & Records	
DATE POSTED:	November 9, 2009	
DATE CLOSES:	Open Until Filled	

Full-time opportunity: Must be able to work a day-time scheduled shift to include rotating holidays and weekends.

Essential Duties/Responsibilities:

- ✓ **Accountable for conversion for diagnoses and treatment procedures into codes using an international classification of diseases.**
- ✓ **Requires skill in the sequencing of diagnoses/procedures to optimize reimbursement.**
- ✓ **Ensures that records are coded in an accurate and timely manner.**

Minimum Qualifications:

- 1. High School graduate or equivalent.**
- 2. RHIT, RHIA, CPC or CCS required.**
- 3. Must have minimum of 2 years experience in an acute hospital setting utilizing computer systems for encoding and abstraction of inpatient & outpatient records.**
- 4. Must have knowledge of chart analysis and DRG assignment.**
- 5. Must be willing to locate to Sheridan, WY.**
- 6. Must be able to work in a noisy environment, answer phones, lift up to 25 lbs., and be able to walk, stretch, and reach.**
- 7. Must have excellent customer service skills.**