

DAVIS COUNTY HOSPITAL  
Job Description

TITLE: Coder/Transcriptionist

DEPARTMENT: Health Information Management

JOB GRADE: 8

APPROVED BY:

FORMER REVISION: 06/10

LATEST REVISION: 07/10

LATEST REVIEW: 07/10

**This job description covers the most significant duties performed, but does not exclude other occasional work assignments not mentioned.**

DEPARTMENT OBJECTIVE:

Maintenance of medical records/health information for Hospital and physician use for the benefit of Davis County Hospital patients.

JOB SPECIFICATIONS:

Education & Training: High School graduate with courses in typing; office methods required. RHIT or RHIT eligible preferred.

Experience: Prefer one year coding experience; coding experience in a hospital setting preferred. Excellent ICD-9 CM, CPT-4, and HCPCS coding skills required. Good coordination, communication, and computer skills required. Great attention to detail required.

Two years medical transcription experience preferred in a hospital setting preferred. Knowledge of medical terminology, medical transcription guidelines and practices required. Ability to understand diverse accents, dialects, and varying dictation styles required.

Abilities: Ability to perform multiple tasks simultaneously and work under constant interruption. Exceptional organizational skills and spelling skills.

Finger dexterity when using computer and dictation equipment.

Ability to distinguish different dictator's accents. Ability to type 50+ WPM accurately. Strong organizational and spelling skills.

REPORTING RELATIONSHIPS:

Reports to: Assistant HIM Manager

Supervises: N/A

JOB SUMMARY:

Assembles, codes, monitors charges, and abstracts records according to established procedures. Transcribes dictation by physicians and other healthcare professionals while maintaining confidentiality.

ESSENTIAL FUNCTIONS:

1. Maintains confidentiality of all protected health information.
2. Assembles records.
3. Deficiency checks all records to ensure proper documentation, signatures, and results.
4. Assigns codes to records using ICD-9-CM, CPT-4 and HCPCS Level II coding/modifier principles and guidelines and 3M encoding software.
5. Abstracts coding information, reviews, and edits charges according to documentation, assigns APC/APG, reviews OCE edits and releases bills for processing.
6. Reviews and monitors unreleased accounts and accounts which fail LCD/NCD edits.
7. Provides services to all patients including neonatal, pediatric, adolescent, adult, and geriatric.
8. Routinely relays pertinent information via telephone to designated persons, i.e. physicians, insurance companies, etc.
9. Will periodically release information of patient medical records.
10. Transcribes all dictation (listed below) completely, accurately, and efficiently.
  - History and Physicals
  - Progress Notes
  - Emergency Room Reports
  - Radiology Reports
  - Physical Therapy Notes and Evaluations
  - Occupational Therapy Notes and Evaluations
  - Consultations
  - Discharge Summaries
  - Operative Reports
  - Clinical Notes and Procedure Notes.
  - Miscellaneous Reports and Letters as directed

11. Effectively operates dictation/transcription equipment/software as directed to complete assignments.
12. Prints all reports on designated paper/forms and print copies as directed.
13. Adheres to hospital personnel policies and policies of the HIM department and follows hospital and departmental quality assurance protocols.
14. Adheres to and promotes the established values of the organization, i.e., customer service, safety, compliance standards and all others.
15. Will attend 75% of all department meetings.

MARGINAL FUNCTIONS:

1. Answers the phone.
2. Faxes, copies and/or mails information.
3. Assist co-workers as needed.
4. May prepare birth certificates if necessary.
5. Retrieves charts requested by physicians, nursing stations, emergency room, etc. for review.
6. Quality improvement education, team activity, and/or reporting as directed.
7. Calls for maintenance/repairs on all dictation and transcription equipment.
8. Will assist in filing when assigned.
9. Assist with other duties in the Health Information Management Department.

WORKING CONDITIONS:

The worker is not substantially exposed to adverse environmental conditions.

PHYSICAL ACTIVITY REQUIREMENTS: (Constant = 67-100% of work day, Frequent = 34-66% of work day, Occasional 33% or less of work day.)

- Constant
- Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.
  - Grasping: Applying pressure to an object with the fingers and palm.
  - Repetitive Motions: Substantial movements(motions) of the wrists, hands, and/or fingers.
  - Reaching: Extending hand(s) or arm(s) in any direction.

Pulling: Using upper extremities to exert force in order to draw, drag, haul or tub objects in a sustained motion.

Occasional Crouching: Bending the body downward and forward by bending leg and spine.

#### PHYSICAL REQUIREMENTS:

Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

#### VISUAL ACUITY REQUIREMENTS:

Machine operators(including inspection), inspection close assembly, clerical, administrative. This is a minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small defects, small parts, operation of machines (including inspection), using measurement devices, assembly or fabrication of parts at distances close to the eyes.

#### INTELLECTUAL/EMOTIONAL REQUIREMENTS:

1. Adaptability to performing repetitive work, or to performing continuously the same work, according to set procedure sequence, or pace.
2. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
3. Adaptability to perform under stress when confronted with unusual, busy situations.
4. Adaptability to situations requiring the precise attainment of set limits, tolerances, or standards.