



JOB POSTING FORM

Facility/Organization: NYCHSRO/MedReview

Position/Title: Assistant Director of Coding

Work Setting/Organization Type: Full time (M-F) Office and Community Business Settings.

Job Function: Coding

Reports To: Senior Director and Director of Coding

Location(s): New York, NY

Job Type: Full-Time

Shift: Day

Assistant Director of Coding

Qualifications

- Ability to prioritize and organize workload and complete tasks independently
- Ability to communicate effectively both orally and in writing
- Three years managerial experience required
- Must be a Registered Health Information Administrator (RHIA) and Registered Health Information Technician (RHIT) with strong ICD-10-CM/PCS coding skills
- Certified Coding Specialist (CCS)
- Experience in DRG Validation
- Individual must also possess effective leadership skills
- Visual and Auditory comprehension & function for written & verbal communication.
- Manual Dexterity with ability to use computers and other office equipment necessary to perform assigned tasks
- Ability to access various settings, negotiate architectural barriers (i.e. stairs) in office and community settings
- Ability use Public Transportation to commute to work

Position Summary

- Assist in the supervision of the professional coding staff, monitor Quality Assurance/Improvement, recruit and train professional staff.

Job Description

This list does not represent all responsibilities for this position. Candidate must understand and be willing and able to assume roles and responsibilities other than these to meet the needs of the department and NYCHSRO/MedReview in general.

- Supervise and manage reviewers and their activities both on and off site
- Oversee Appeal Inquiry Report
- Payroll, Consultants and Vendors vouchers
- Assist in running the day to day operations of a large DRG Validation department
- Oversee and review quality of work performed by review staff
- Train and orient new review staff and consultants
- Participate in hiring and disciplinary actions of the review staff
- Participate in performance appraisals of the review staff in conjunction with the executive staff
- Monitor consultation form, time and activity sheets, absences, vacation and sick time, etc.
- Maintain an appropriate review caseload
- Oversee ICM-10-CM/PCS coding relative to DRG grouping
- Schedule and assign staff work in conjunction with Director of Operations and Program Manager that is responsible
- Coordinate and implement continued in-service programs for review staff
- Discuss and coordinate programmatic issues with Program Managers
- Disseminate information to review staff (i.e. coding guidelines and manuals, and other relevant clinical materials and guidelines)
- Evaluate nurse review staff worksheets and refer performance questions to Program Managers
- Act as a liaison between the review staff and the medical staff
- Act as a liaison between the organization and the hospitals when the review staff is doing an on-site review
- Perform productivity statistics in order to evaluate the performance and activities of the review staff
- Analyze performance statistics in order to maximize the impact of review activities
- Coordinate with the Program Managers to ensure the timely completion of reviews
- Evaluate and write responses to first level DRG appeals
- Perform ongoing quality assurance on all staff
- Handle client inquiries
- Attend required meetings
- Other duties as assigned

CONTACT INFORMATION: Should you have interest in the above position, please email or fax your resume to:

Human Resources Department

Fax to: 212-897-6050

E-mail to: hr@medreview.us (you may click on this link to send)

(Please attach resume in MS Word or WordPerfect format)