



JOB POSTING FORM

Facility/Organization: NYCHSRO/MedReview

Position/Title: Manager of Coding

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

Job Function: Coding

Reports To: Senior Director of Coding

Location(s): New York, NY

Job Type: Full-Time

Shift: Day

Coding Manager

Qualifications

- Ability to prioritize and organize workload and complete tasks independently
- 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
- Previous experience in DRG validation QA
- Individual must also possess effective leadership skills
- Ability to communicate effectively both orally and in writing
- 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

- Monitor Quality Assurance/Improvement 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.

- Conduct ongoing QA review of all staff at least twice a year
- Provide individual feedback on each QA review to the coder and provide feedback to

Senior Director and Director

- Complete monthly QA Vendor report for UHC
- Processing as required
- Generate and report on all IRR activity
- Oversee and review quality of work performed by review staff
- Train and orient new review staff and consultants
- Maintain an appropriate QA review caseload
- Oversee ICM-10-CM/PCS coding relative to DRG grouping
- Coordinate and implement continued in-service programs for review staff Disseminate information to review staff (i.e. coding guidelines and manuals, and other relevant clinical materials and guidelines)
- 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)