



## **JOB POSTING FORM**

**Facility/Organization:** Stony Brook University Hospital

**Position/Title:** Outpatient Medical Record Coder

**Work Setting/Organization Type:** Academic

### **Job Function:**

At Stony Brook Medicine, the Coding Specialist will be responsible for selecting and assigning accurate codes from the current version of coding systems including ICD-10 CM, ICD-10 PCS, CPT and HCPCS codes.

Duties of a Medical Record Coder may include the following but are not limited to:

- Assign ICD-10- CM/PCS, CPT and HCPCS codes with modifiers for services provided in the facility environment.
- Review the medical record and all applicable documentation to determine the appropriate codes to assign for the services and diagnoses.
- Utilize coding resources along with any other applicable reference material available to ensure accuracy in coding for all of the assigned services.
- Follow all HIPAA regulations and uphold a higher standard around privacy requirements.
- Demonstrates the technical competence to use the facility encoder as it interfaces with the hospital mainframe and/or EMR in a remote setting.
- Demonstrates proficiency with Microsoft Office Applications in using required computer systems with minimal assistance.
- Maintain a working knowledge of various laws, regulations and industry guidance that impact compliant coding.
- Must meet all coder productivity and quality goals.
- Ensures the confidentiality of data contained in the medical records as outlined in institutional policies and procedures. Supports and promotes the HIM department by participating in special projects.
- Other duties as assigned.

**Reports To:** Associate Director Outpatient Coding

**Location(s):** Commack, NY

**Job Type:** Full-time

**Shift:** Day Shift- Shift Hours: 8:00am-4:00pm- Pass Days: Sat, Sun

**Required Qualifications:** Associate's degree in a non-clinical Health Care related field such as HIM, Health Sciences, Health Informatics, or related field and at least 5 years of outpatient

facility coding experience or, in lieu of degree, at least 8 years of outpatient facility coding experience. CCS, CCS-P, CPC, RHIT, or RHIA required.

**Preferred Qualifications:** 10 or more years of facility outpatient coding experience. Bachelor's degree in a non-clinical Health Care related field such as HIM, Health Sciences, Health Informatics or related field. Experience coding facility outpatient encounters for an academic medical center. Cancer Center injection/infusion experience preferred.

**CONTACT INFORMATION:**

Job Number: 2301379

**Website Link:** [Job Description - Outpatient Medical Record Coder \(2301379\) \(taleo.net\)](#)

**Special Notes:**

**Resume/CV should be included with the online application.**

**Posting Overview:** This position will remain posted until filled or for a maximum of 90 days. An initial review of all applicants will occur two weeks from the posting date. Candidates are advised on the application that for full consideration, applications must be received before the initial review date (which is within two weeks of the posting date).

If within the initial review no candidate was selected to fill the position posted, additional applications will be considered for the posted position; however, the posting will close once a finalist is identified, and at minimal, two weeks after the initial posting date. Please note, that if no candidate were identified and hired within 90 days from initial posting, the posting would close for review, and possibly reposted at a later date.

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- Stony Brook Medicine is a smoke free environment. Smoking is strictly prohibited anywhere on campus, including parking lots and outdoor areas on the premises.
  - All Hospital positions maybe subject to changes in pass days and shifts as necessary.
  - This position may require the wearing of respiratory protection, which may prohibit the wearing of facial hair.
  - This function/position maybe designated as “essential.” This means that when the Hospital is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at Stony Brook Medicine, Stony Brook University Hospital and related facilities.

**Prior to start date, the selected candidate must meet the following requirements:**

- Successfully complete pre-employment physical examination and obtain medical clearance from Stony Brook Medicine's Employee Health Services\*
- Complete electronic reference check with a minimum of three (3) professional references.
- Successfully complete a 4-panel drug screen\*
- Meet Regulatory Requirements for pre-employment screenings.
- Provide a copy of any required New York State license(s)/certificate(s).

**Failure to comply with any of the above requirements could result in a delayed start date and/or revocation of the employment offer.**

**\*The hiring department will be responsible for any fee incurred for examination.**

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Stony Brook University is committed to excellence in diversity and the creation of an inclusive learning, and working environment. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, familial status, sexual orientation, gender identity or expression, age, disability, genetic information, veteran status and all other protected classes under federal or state laws.

**If you need a disability-related accommodation, please call the University Office of Equity and Access at (631)632-6280.**

*In accordance with the Title II Crime Awareness and Security Act a copy of our crime statistics can be viewed [here](#).*

Visit our **WHY WORK HERE** page to learn about the total rewards we offer.

**Anticipated Pay Range:**

The starting salary range (or hiring range) for this position has been established as \$60,000 - \$69,750.

The above salary range (or hiring range) represents SBUH's good faith and reasonable estimate of the range of possible compensation at the time of posting.

In addition, all full time UUP positions have a \$3,026 location pay.

Your total compensation goes beyond the number in your paycheck. SBUH provides generous leave, health plans, and state pension that add to your bottom line.

Job Number: 2301379

**Official Job Title:** TH Medical Records Specialist

**Job Field:** Administrative & Professional (non-Clinical)

**Primary Location:** US-NY-Commack

**Department/Hiring Area:** Revenue Integrity

**Schedule:** Full-time

**Shift:** Day Shift

**Shift Hours:** 8:00AM - 4:00PM **Pass Days:** Sat, Sun

**Posting Start Date:** Aug 21, 2023

**Posting End Date:** Oct 5, 2023, 11:59:00 PM

**Salary:** \$60,000 - \$69,750 \* See Special Notes

**Salary Grade:** SL2

**SBU Area:** Stony Brook University Hospital