

City of Rapid City Job Description

Job Title	Ambulance Medical Coder I and II		
Job Code:	AMC1 AMC2	Bargaining Unit:	Non-Union
Pay Grade:	See Compensation Scale	Date Revised:	June 2023
FLSA Status:	Non-Exempt		

General Summary: This position is responsible for timely, accurate and comprehensive abstraction of ambulance services from the medical record, utilizing appropriate medical coding procedures through HCPC and ICD-9 codes.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Reviews ambulance record documentation to identify all services provided.
- Assigns appropriate medical coding to accurately report the ambulance services provided to patients.
- Assigns appropriate ICD-10 diagnosis code(s) to accurately support the need for each ambulance transport.
- Creates and mails insurance claims and patient statements.
- Establishes payment plans to help patients manage payments to their ambulance accounts; prepares listing of delinquent accounts to collection agencies.
- Analyzes and resolves insurance claim denials and other billing/payment issues with insurance companies and patients; prepares and files appeals.
- Oversees and monitors compliance and regulatory standards regarding The Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule; insuring confidentiality and safety of information.
- Responds to patient billing and statement inquiries.
- Processes payments to patient accounts.
- Audits records and prepares reports; compiles and maintains logs and statistical records.
- Attends ongoing training and educational courses to stay current with industry standards.

Qualifications:

Education and/or Experience:

Ambulance Medical Coder I:

Associate's degree or equivalent from two-year college or technical school and a minimum of three months related experience and/or training in the medical coding field; or High school diploma or GED equivalent and one-year related experience and/or training in the medical coding field. A combination of education and experience deemed appropriate to fulfill the role and responsibilities of this position will be considered.

Ambulance Medical Coder II:

Associate's degree or equivalent from two-year college or technical school and two years related experience and/or training in the medical coding field; or High school diploma or GED equivalent and three years related experience and/or training in the medical coding field. A combination of education and experience deemed appropriate to fulfill the role and responsibilities of this position will be considered.

Certificates, Licenses, Registrations:**Ambulance Medical Coder I:**

- Must obtain a Certified Ambulance Coding Certification within 4 years from date of hire.
- Must possess a valid driver's license or ability to obtain within 30 days from date of hire.

Ambulance Medical Coder II:

- Must possess a Certified Ambulance Coding Certification.
- Must possess a valid driver's license or ability to obtain within 30 days from date of hire.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate and interruptions are common.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.