

State of North Carolina
 Office of State Personnel
 Position Description Form (PD-102R-92)

Approved Classification: _____
 Effective Date: _____
 Analyst: _____

(This Space for Personnel Dept. Use Only)

1. Present Classification Title of Position.	7. Present 15 Digit Position # Proposed 15 Digit Position #
2. Usual Working Title of Position.	8. Department, University, Commission or Agency Appalachian District Health Department
3. Requested Classification of Position	9. Institution & Division
4. Name of Immediate Supervisor Candice C. DuVernois	10. Section and Unit
5. Supervisor's Position Title & Position Number Northwest Partnership Director, 409-29-153	11. Street Address, City and County 126 Poplar Grove Connector, Boone, Watauga
6. Name of Employee	12. Location of Workplace, Building, and Room No. Alleghany, Ashe, Davidson, Davie, Forsyth, Stokes, Surry, Watauga, Wilkes and Yadkin Counties

I. A. Primary Purpose of Organizational Unit:

The mission of the Appalachian District Health Department is to promote and contribute to the highest level of health possible for the people of our district by:

1. Identifying and reducing health risks in the community.
2. Detecting, investigating and preventing the spread of disease.
3. Promoting health lifestyles.
4. Promoting a safe and healthful environment.
5. Promoting the availability and accessibility of quality health services.

The purpose of the Northwest Partnership is to better secure resources for underserved areas, to enjoy economies of scale, to amplify the Partnership's member voices in support of positive health policy and lifestyle choices and to clearly demonstrate that such collaborations can more effectively meet the concerns of local, regional and state policy makers, better addressing public health challenges during times of fiscal constraints and greater accountability.

Primary Purpose of Position:

1. Review medical records and assure patient visits are properly coded in accordance with Medicare/Medicaid/Payor guidelines and/or other applicable coding guidelines by recoding and auditing patients' records.
2. Ensure optimal reimbursement for services rendered/documented.
3. Ensure appropriate medical record documentation for the codes assigned and billed for the visit via auditing.
4. Conduct continuing education programs for clinical staff based on areas of specialization and/or identified problem areas.
5. Consult with and educate clinical staff on coding practices and conventions in order to provide detailed coding information.

NOTE: This is a regional position shared among the Public Health Departments of the 10 Northwest Partnership counties: Alleghany, Ashe, Davidson, Davie, Forsyth, Stokes, Surry, Watauga, Wilkes and Yadkin.

C. Work Schedule:

Generally, Monday through Friday, 8 hours each day with time for lunch.

D. Change in Responsibilities or Organizational Relationship:

This position will require the ability to develop and apply expertise regarding current developments in medical and public health coding.

II. A. Description of Responsibilities and Duties: Method Used (Choose One)

Order of Importance _____
Sequential order _____

Place an asterisk (*) next to each essential function. (See instructions for complete explanation.)
Please note percentage of time for each function.

- 60% 1. Office Work
 - a. Reviewing medical records and evaluating the level of care documented by physicians on accounts billed.
 - b. Performing pre-bill audits and accurately recoding as needed.
 - c. Examining encounter forms/"super bills" that have been checked off by the physician to determine whether the visit was properly documented in accordance with Medicare/Medicaid/Payor guidelines and/or other applicable coding guidelines.
 - d. Assessing and researching best practices for corporate compliance and accurate billing to be disseminated to all Northwest Counties.
 - e. Performing related duties as required.

- 20% 2. Education and Training
 - a. Attending trainings and updates as needed to keep current with medical coding changes.
 - b. Educating and training staff and providers on updates, documentation and coding changes.
 - c. Providing ongoing staff training to assist in identifying billing errors, trends in denial, coding and to improve administrative processes affecting accounts receivable.
 - d. Providing feedback to providers and others, as appropriate, regarding proper coding in accordance with Medicare/Medicaid/Payor guidelines and other applicable coding guidelines.
 - e. Recommending and facilitating changes to patient billing as a result of errors discovered during the auditing procedures.
 - f. Reporting back to the NWPPH Board via progress reports and attendance to Board meetings.
 - g. Educating and training staff on best practices for corporate compliance and accurate billing.

- 20% 3. Travel
 - a. Visiting as needed to each of the 10 Northwest North Carolina Health Departments.

I. B. Other Position Characteristics:

1. Accuracy Required in Work:

Work accuracy is essential to maintain credibility and benefit the health departments and the people they serve.

2. Consequence of Error:

Errors in work could result in loss of credibility for the agency, loss of revenue, inaccurate billing and, potentially, insurance repayment.

3. Instructions Provided to Employee:

Instruction comes from the Northwest Partnership Director and the Health Directors in the Northwest Partnership counties.

4. Guides, Regulations, Policies and References Used by Employee:

State personnel policies, agency policies, program contracts. Medicare and Medicaid Manuals/ Quarterly Provider Updates.

5. Supervision Received by Employee:

Northwest Partnership Director.

6. Variety and Purpose of Personal Contacts:

North Carolina Institute for Public Health, Northwest Partnership Health Directors and other Health Department Employees, State and Regional Nurse Consultants for guidance, instruction and reporting.

7. Physical Effort:

Work may require sitting, standing and stooping for long periods of time; also bending and stretching. Must be able to lift 50 pounds. Requires manual dexterity sufficient to operate a computer or typewriter keyboard. It may be necessary to view and type on computer screens for long periods. Lifting of medical records and charts. Minimal lifting of projectors, educational materials, display boards and other equipment/supplies. Driving to areas in the Northwest Partnership counties to meet local health department employees and review charts.

8. Work Environment and Conditions:

As this is a regional position, it may be primarily housed in any of the 10 Northwest Partnership Counties. However, the following will apply to any of the counties:
Smoke-free, clean and comfortable public health agency.
Work environment and conditions vary from site to site when in the community.
Driving in rain or snow could occur during bad weather conditions.
Exposure to some disease could occur such as viral conditions. PPE and respirator training provided to be used in situations deemed appropriate.

9. Machines, Tools, Instruments, Equipment and Materials Used:

Computer, calculator, telephone, copier, fax machine and other such office equipment as necessary. Ability to use presentation packages, spreadsheets, database, Internet and laminator desirable. Ability to use overhead projector, slide projector, VCR, digital camera and camcorder preferred but can train.

10. Visual Attention, Mental Concentration and Manipulative Skills:

Ability to visually assess situation and convey assessments to a communication media. Hearing must be within normal range for telephone contacts.

11. Safety for others:

Provide a safe environment for clients and community when conducting chart audits, medical coding activities and other functions of work.

12. Dynamics of work:

Performance of this position essential in completion of program guidelines and services related to activities assigned to this position. Completion of assignments will impact the health departments served. Dexterity sufficient to operate computer, cameras, projectors and any other equipment indicated in order to fulfill job responsibilities.

III. Knowledge, Skills & Abilities and Training & Experience Requirements:

A. Knowledge, Skills and Abilities:

Considerable knowledge of the principles and practices of diagnosis and procedural coding/reimbursement. Medical terminology background required. Computer skills, organization skills and time management skills also required. Ability to make independent decisions when performing chart audits and reviews. Ability to write and speak effectively and to stimulate interest and cooperation among the health department staff in carrying out medical coding and audit activities in all 10 counties.

B. 1. Required Minimum Training:

Bachelor degree in medical record administration or Associate degree in medical record technology or related fields or an equivalent combination of training and experience.

2. Additional Training and Experience:

Additional training in medical coding and auditing is essential. Three years of clerical experience in a physician's office, including one year of directly related experience involving coding; Knowledge of CPT and ICD-9 coding and medical terminology; Knowledge of Medicare and Medicaid coding guidelines; Ability to provide feedback in an appropriate manner to providers and others. Public health training and experience is preferred but not required.

Experience reviewing medical records for appropriate ICD-9 and CPT codes is preferred.

3. Equivalent Training and Experience:

C. License or Certification Required by Statute or Regulation:

License to operate a motor vehicle and dependable vehicle for the job. Certification as a Registered Health Information Administrator (RHIA), a Registered Health Information Technician (RHIT), a Certified Coding Specialist (CCS) or a Certified Professional Coder (CPC) is preferred.

IV. CERTIFICATION: Signatures indicate agreement with all information provided, including designation of essential functions.

Supervisor's Certification: I certify that (a) I am the immediate Supervisor of this position, that (b) I have provided a complete and accurate description of responsibilities and duties and (c) I have verified (and reconciled as needed) its accuracy and completeness with the employee:

Signature: _____ Title: PHN Supervisor I Date: _____

Employee's Certification: I certify that I have reviewed this position description and that it is a complete and accurate description of my responsibilities and duties.

Signature: _____ Title: _____ Date: _____

Section or Division Manager's Certification: I certify that this position description, completed by the above named immediate supervisor, is complete and accurate.

Signature: _____ Title: _____ Date: _____

Department Head or Authorized Representative's Certification: I certify that this is an authorized official position description of the subject position.

Signature: _____ Title: Health Director Date: _____

Supplemental Information to Assist Organizations In their Compliance with the Americans with Disabilities Act (ADA)

Checklist for Physical Activities and Requirements, Visual Acuity, and Working Conditions of the Position

1. The Physical activity of this position (Please check ALL blocks that apply)
 - A. Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and / or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
 - B. Balancing: Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
 - C. Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
 - D. Kneeling: Bending legs at knee to come to rest on knee or knees.
 - E. Crouching: Bending the body downward and forward by bending leg and spine.
 - F. Crawling: Moving about on hands and knees or hands and feet.
 - G. Reaching: Extending hand(s) and arm(s) in any direction.
 - H. Standing: Particularly for sustained periods of time.
 - I. Walking: Moving about on feet to accomplish tasks, particularly for long distances or moving from one work site to another.
 - J. Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.
 - K. Pulling: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion.
 - L. Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to considerable degree and requires the substantial use of the upper extremities and back muscles.
 - M. Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.
 - N. Grasping: Applying pressure to an object with the fingers and palm.

- O. Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin particularly that of fingertips.
- P. Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Q. Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sound.
- R. Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/ or fingers.

2. The physical requirements of this position (Please check only ONE block)

- A. Sedentary work: Exerting up to 10 pounds of force occasionally and/or a 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.
- B. Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for light work.
- C. Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- D. Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- E. Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

3. The visual acuity requirements including color, depth perception, and field of vision (Please check only ONE block)

- A. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication of parts at distances close to the eyes.
- B. The worker is required to have visual acuity to perform an activity such as: operates machines such as lathes, drill presses, power saws, and mills where the seeing job is at

or within arm's reach; performs mechanical or skilled trades tasks of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc.

- C. The worker is required to have visual acuity to operate motor vehicles or heavy equipment.
- D. The worker is required to have visual acuity to determine the accuracy, neatness and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.).

4. The condition the worker will be subject to in this position (Please check ALL that apply)

- A. The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes.
- B. The worker is subject to outside environmental conditions: No effective protection from weather.
- C. The worker is subject to both environmental conditions: Activities occur inside and outside.
- D. The worker is subject to extreme cold: Temperatures typically below 32 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions such as wind and humidity.
- E. The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions such as wind and humidity.
- F. The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
- G. The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
- H. The worker is subject to hazards: includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
- I. The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system of the skin; Fumes, odors, mist, gases or poor ventilation.
- J. The worker is subject to oils: There is air and/or skin exposure to oils and other cutting fluids.
- K. The worker is required to wear a respirator.
- L. The worker frequently is in close quarters, crawl space, shafts, man holes, small enclosed rooms, small sewage and water line pipes, and other areas which could cause claustrophobia.

- M. The worker is required to function in narrow aisles or passage ways.
- N. The worker is exposed to infectious diseases.
- O. The worker is required to function around prisoners or mental patients.
- P. None: The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).

Immediate Supervisor's Signature

Date:

Employee's Signature

Date:

Section or Division Manager's Signature

Date:

