



**LAC COURTE OREILLES  
COMMUNITY HEALTH CENTER**  
13380 W Trepania Road • Hayward, Wisconsin 54843-2186

**Telephone: 715-638-5100**  
**Administration Fax: 715-634-6107**  
**Medical Records Fax: 715-634-2740**

### **Position Description**

**Position:** Medical Coder

**Location:** Lac Courte Oreilles Community Health Center

**Hours:** Monday – Friday 8:00am – 4:30pm

**Salary Range:** \$17.00 - \$22.00 per hour

**Posting Date:** September 1, 2021

**Closing Date:** open until filled

#### **Description of Position:**

Medical coding is the transformation of healthcare diagnosis, procedures, medical services, and equipment into universal medical alphanumeric codes. A medical coder is responsible for assigning the correct code to describe the type of service a patient will receive. The Coder will ensure the codes are applied correctly during the medical billing process, which includes removing the information from documentation, assigning the appropriate codes, and creating a claim to be paid by insurance carriers.

#### **Qualifications:**

- Associate's Degree in Medical coding or successful completion of a certification program required (CPC, Certified Professional Coder).
- Strong knowledge of anatomy, physiology and medical terminology required.
- Excellent typing and 10-key speed and accuracy.
- Detail-oriented and organized.
- Commitment to a high level of customer service.
- Superior mathematical skills.
- Familiarity with ICD-9 codes and procedures.
- Solid oral and written communication skills.
- Working knowledge of medical jargon and anatomy preferred.

- Able to work independently.
- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations.
- Valid Wisconsin Driver's license.
- Valid Vehicle Insurance.
- Proficient in Electronic Health Record required.
- CPR Certified.
- Be able to pass pre-employment and random drug test screening.
- Be able to pass a background check.

**Duties and Responsibilities:**

1. Assign codes to diagnoses and procedures, using ICD (International Classification of Diseases) and CPT (Current Procedural Terminology) codes.
2. Ensure codes are accurate and sequenced correctly in accordance with government and insurance regulations.
3. Follow up with the provider on any documentation that is insufficient or unclear.
4. Communicate with other clinical staff regarding documentation.
5. Search for information in cases where the coding is complex or unusual.
6. Receive and review patient charts and documents for accuracy.
7. Review the previous day's batch of patient notes for evaluation and coding.
8. Ensure that all codes are current and active.
9. All other duties as assigned by your supervisor.

**Supervision and Guidance:**

The Medical Coder will work under the direct supervision of the Finance Director with oversight by the Medical Director and Health Director.

**\*Applicants for employment with the Health Center must submit with the completed application form additional documents including the following:**

**Letter of Interest**

**Resume**

**Credentials**

**Proof of any Stated Qualifications**

**Three (3) Current Letters of Recommendation**

**Academic transcripts**

**Application Information:**

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center  
Human Resources  
13380W Trepania Road  
Hayward, Wisconsin 54843  
715-638-5132  
715-634-6107 FAX  
[sklecan@lcohc.com](mailto:sklecan@lcohc.com)

*The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American Preference will be given to candidates of equal or comparable qualifications.*

09/01/2021

11/16/2021