

## **NOTIFICATION OF JOB VACANCY**

**Posting Date:** 11/6/2020

**Department:** Fiscal Services

**Position:** Medical Coder

**Shift:** Regular Full Time

**MHHS Description:** Minnie Hamilton Health System (MHHS) is a Federally Qualified Health Center (FQHC) that owns and operates a Critical Access Hospital with 18 Acute Care/Swing Beds, 24 Long Term Care (Nursing Home) Beds, a Level IV Trauma Emergency Department, Rural Health Clinic, Primary Care practices, and a Dental practice, serving nearly 20,000 residents in central WV.

### **Job Duties:**

Primary responsibilities include, but are not limited to:

- Extracting relevant information from patient records
- Liaising with physicians and other relevant parties to clarify information and identify potential documentation deficiencies
- Examining medical documents for missing information
- Assigning CPT, HCPCS, ICD-10, and ASA Codes
- Performing chart audits
- Identifying discrepancies, potential billing issues, and ensuring quality of care
- Advising and training physicians and staff on medical coding
- Ensuring compliance with medical coding policy and guidelines
- Provides ongoing training to staff and physicians as needed
- Serves as subject matter expert to the company
- Handles special projects as requested

This position has the ability to be 80% remote with flexible hours of operation, typically 7:30AM to 4:00PM. We are a growing company seeking dedicated individuals who will be key employees as we expand.

### **Specific Requirements:**

- AthenaNet experience strongly preferred
- Senior level insurance knowledge
- Self-starter and self-manager
- Exemplifies strong work ethic and operates with highest level of integrity
- Acts courteously with all patients, staff, management, and doctors
- Detail oriented and efficient time management
- This position has the ability to be 80% remote with flexible hours of operation, typically 7:30AM to 4:00PM. We are a growing company seeking dedicated individuals who will be key employees as we expand.

**Opportunity offers the following:**



*Posting 2020-027*

Competitive salary. Excellent benefit package including: health, dental, vision, life insurance, 401k, paid time off. MHHS is an equal opportunity provider, and employer.

Submit application/resume mailing to: Minnie Hamilton Health System  
Attn: Human Resources Department  
186 Hospital Drive  
Grantsville, WV 26147

Email to: [shelia.gherke@mhhs.healthcare](mailto:shelia.gherke@mhhs.healthcare)

Submit on-line application at: <https://www.mhhs.healthcare/employment-application.html>

**Last day to apply for position: Until Filled**