

## **CLAIMS CODING CLERK (M.H.S.C.) GENERAL**

Employees in this class perform technical and specialized clerical tasks in coding and assessing claims. The employees exercise skill in interpreting medical terminology, surgical and diagnostic procedures in applying International Classification Codes to a variety of diagnoses. Once trained, employees carry out duties independently but refer the more complex problems to the Supervisor. Some employees in this class may provide assistance to Clerk 2's engaged in the less complex medical assessments and coding.

### **TYPICAL DUTIES**

- Checks, assesses and codes claims for computer input by ensuring completeness of information, validity of service, assigning proper codes in accordance with approved procedures. When multiple diagnoses are submitted, determines which diagnosis is predominant.
- Determines on which accounts a patient's history must be checked in order to properly assess and/or avoid duplication of payment of a claim.
- Identify those claims which require assessment by a medical officer or Senior Supervisor of the area.
- Initiates correspondence or personally contacts doctors, hospitals and patients regarding questions or problems on submitted claims.
- Explains benefits and assessment procedures by correspondence, telephone or in person.
- Responsible to maintain a current schedule of coding and assessment procedures.
- May assist Supervisor in preparing background for special reports.
- Performs other duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge, Abilities and Skills**

- Knowledge of standard office procedures and methods.
- Basic knowledge of computer systems governing claims processing.
- A thorough knowledge of the various manuals, schedules, codes, fees, and on medical and related terminology applicable to the work assignment.
- Ability to quickly and accurately process, code and check a large volume of accounts and maintain production deadlines.
- Ability to interpret diagnoses, relate them to and code the International Classification of Diseases.

#### **Education, Training and Experience**

High school education and successful completion of the six-month in-service training program.

“This information is available in alternate formats upon request.”

**Physical Standards**

Physically capable of performing the duties assigned.