

Integrated Health Partners (IHP) of Southern California is seeking a **Coding Clinical Documentation Educator** to develop, implement, and maintain a robust coding education program for network federally qualified health centers (FQHCs). The education program will be focused to accuracy of documentation and reporting of diagnosis and ambulatory/outpatient procedures. This role will partner with existing health center staff, processes, and tools to maximize efforts and will utilize findings of the Coding Chart Abstractor daily activities and network audit tools to customize education and outreach. The position will be based in the clinically integrated network but will spend substantial time at/with health centers providing educational sessions, answering questions, and updating processes and tools for the network. This position will plan a key role in ensuring clinician, billing staff, and leadership understanding of accurate coding and documentation for billing and documentation purposes. The role will partner with Coding Abstractors, Operations team members, FQHC providers and billing staff, and network leadership to design/update educational programs, complete rapid cycle performance improvement efforts, provide statistics of coding efforts, and ensure compliance with payer and industry standards. This position actively supports the mission and vision of Health Center Partners of Southern California and its subsidiaries helping to develop high performing practices that will thrive in an environment changing from volume to value.

ESSENTIAL JOB FUNCTIONS

- Develop and/or maintain a network coding education and outreach program for clinicians and billing staff to ensure compliance to industry standards of diagnosis and procedure coding as well as payer billing compliance.
- Complete onsite and virtual coding and billing trainings for clinicians and billing staff based on pre-defined coding education and outreach modules and annual plan.
- Utilize network designated coding audit tools and technology to perform monthly audits and identify high risk providers and/or practices for outreach and education.
- Complete monthly statistic reports inclusive of reporting, compliance, and risk trends to provide to executive network leadership for progress tracking and risk mitigation planning.
- Educate network Coding Chart Abstractors based on monthly audits and trends, in addition to clinicians and billing staff.
- Partner with MSO (Management Service Organization) and network Population Health IT Management Team to communicate education series, trends, and network process updates.
- Partner with Operations Practice Liaisons to implement and/or update network best practices within health centers based on audit and education session findings.
- Ensure compliance with industry, state, and network / payer coding practices.
- Maintain relationships with health center clinical providers to be an asset for questions pertaining to coding and documentation.
- Maintain competencies regarding diagnosis and procedural coding based on industry or market/payer updates.
- Document work, display results effectively and appropriately and contribute content for regular progress reports.
- Perform other project-related duties as assigned.

QUALIFICATIONS

Required Skills

- Must possess valid driver's license, insurance and own transportation for use in work, and be flexible with working some evenings and weekends within a 40-hour workweek.
- Ability to travel throughout the United States. Some local and out of town travel required.

Education/Experience

Candidate must hold an active CPC (Certified Professional Coder), COC (Certified Outpatient Coder), or CRC (Certified Risk Adjustment Coder) certificate and have a minimum of 5 years' experience in coding and/or coding abstraction as well as 2 years' experience in coding education processes. Candidate with experience working with community-based organizations and ethnically diverse communities and populations is preferred.

PHYSICAL REQUIREMENTS

- Ability to sit or stand for long periods of time
- Ability to reach, bend and stoop
- Physical ability to lift and carry up to 20 lbs.

HIPAA/COMPLIANCE

- Maintain privacy of all patient, employee and volunteer information and access such information on as need to know basis for business purposes.
- Comply with all regulations regarding corporate integrity and security obligations. Report unethical, fraudulent or unlawful behavior or activity.