



Secure Document Imaging LLC, is a leader in providing superior quality coding and auditing services to healthcare organizations across the country. Secure Document Imaging (SDI) has exciting medical coding opportunities for certified medical coders and experienced nurse auditors to support its offerings to customers, including remote coding services, coding education and training services to Medicare Advantage Plans throughout the country. SDI employees work remotely, in full-time or part-time positions.

Secure Document Imaging is seeking AHIMA certified medical coders and/or AAPC certified medical coders for Hierarchical Conditional Category (HCC) coding. HCC coding is simply a subset of ICD-9 CM codes as determined by Centers for Medicare and Medicaid (CMS).

## **EMPLOYMENT STANDARDS:**

- Certification(s)/ Education: CPC, CPC-A, CCA, CCS, CCS-P, RHIA or RHIT with a coding certification preferred
- 2+ years of coding experience preferred
- Working knowledge of CMS HCC codes preferred
- Medical terminology, code abstracting and the ability to convert hand written medical charts
- Working knowledge of computers (laptop) including working knowledge of internet
- Requires the use of residential broadband connection with minimum upload speeds of 384kbs and download speed of 1Mbs. Acceptable connections, T1, DSL, Cable, Fiber. Dial-up, Wi-Fi in addition to other publicly available internet connections will not be acceptable. Verification of connection maybe requested.

## **JOB DESCRIPTION:**

The employee reviews, analyzes, and codes diagnostic information that determines Medicare Advantage insurance payments. The primary function of this position is to perform ICD-9-CM coding for reimbursement. The coding function is a primary source for data and information used in health care today, and promotes provider/patient continuity, accurate database information, and the ability to optimize reimbursement. The coding function also ensures compliance with established coding guidelines, third party reimbursement policies, regulations and accreditation guidelines.

## **JOB KNOWLEDGE:**

- Advance knowledge of medical terminology, abbreviations, anatomy and physiology; major disease processes; and pharmacology.
- Advance knowledge of medical codes involving selections of most accurate and descriptive code using the ICD-9-CM, Volumes 1- 3.
- Extensive knowledge of official coding conventions and rules established by the American Medical Association (AMA), and the Center for Medicare and Medicaid Services (CMS) for assignment of diagnostic codes.
- Knowledge of the organization of paper based medical records and electronic medical record in order to analyze.
- Must good math skills and effective communication skills.
- Requires the knowledge of the business use of computer hardware and software to ensure the effectiveness and quality of the processing and securing the data.
- Requires skill in the use of a wide variety of office equipment including: computer, routers, and other office equipment as required. Must be able to follow instructions and work independently.

By electronically submitting and signing an application the applicant certifies that all of the information is true, accurate and complete. **RETURN COMPLETED APPLICATIONS TO: [jobs@securedocimaging.net](mailto:jobs@securedocimaging.net)**

## **CONTACT INFORMATION:**

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