



HARDIN COUNTY REGIONAL HEALTH CENTER

Lifespan Health Center Job Posting

POSITION: Certified Coder

REQUISITION: #1299

LOCATION: Florence Road

Posting Date: 9/15/25

Expiration Date: open until filled

Department: Billing/Finance

Salary Range: dep. on educ. & exp.

Reports To: Billing Manager

Status: Non-Exempt

Position Hours: Monday - Friday, 8am-5pm with 1 hour for lunch

POSITION SUMMARY: The Certified Coder is a member of the Finance Department whose primary responsibilities include the daily input of charges, coding of surgery, delivery, and hospital charges. The Certified Coder works collaboratively with members of other departments including management to ensure timely and accurate processes.

CORE DUTIES/RESPONSIBILITIES:

1. Processes charges and claims accurately and timely to all payers in accordance with payer requirements and/or Lifespan policy.
2. Alert Billing Manager regarding late or missing documentation required for billing.
3. Abstract pertinent information from patient records (surgery, births, hospital visits and procedures) and assign the appropriate ICD, CPT and HCPCS codes with accuracy for optimal coding assignment and reimbursement.
4. Quality program coding and billing.
5. Query the clinical staff when code assignments are not clear to assure accurate and optimal code assignment for reimbursement.
6. Responsible for timely follow up on insurance claim status, resolve denials/rejections, file appeals and resolve all rejections in a timely manner.
7. Monitors the accuracy and consistency of coded clinical data by conducting ongoing internal audits.
8. Establishes and maintains a positive working relationship with patients, payers, co-workers, and visitors.
9. Responds to inquiries from insurance, patients, co-workers, clinical staff, and providers promptly.
10. Always maintain confidentiality of patient information and organization information in compliance with HIPAA regulations.
11. Participates in core group for Nextgen. Attends training programs and meetings on coding, reimbursement, and practice management software.
12. Monthly payer newsletter updates with pertinent information which affects Lifespan.
13. Exercises initiative, judgement, decision-making and organizational skills to achieve daily goals.
14. Works independently and as a member of a team with commitment to excellence meeting deadlines under pressure while still delivering superior results.
15. Performs other duties as requested.

EDUCATION

1. High school diploma or equivalent required.
2. CPC accreditation required and/or equivalent experience.
3. Five (5) years or more of experience in a medical office working with insurance claims, CPT, HCPCS, ICD, CMS regulations, and familiarity with 1500/1450 claim form completion.
4. Proficient in Excel, Word, 10-key by touch, and keyboarding by 50 wpm.
5. Familiarity with third party billing practices and guidelines. FQHC knowledge preferred.
6. Current, valid driver's license and proof of auto insurance.

TO APPLY:

Internal Applicants: Please complete a transfer form and send to Human Resources.

External Applicants: Please submit a current resume to any Lifespan location.

EQUAL OPPORTUNITY EMPLOYEER

It is the policy of HCRHC not to discriminate against any employee or applicant for employment because he or she is an individual with a disability or a protected veteran, (i.e., disabled veteran, Armed Forces service medal veteran, recently separated veteran, or other veteran who served during a war, or in a campaign or expedition for which a campaign badge has been authorized). It is also the policy of HCRHC to take affirmative action to employ and to advance in employment, all persons regardless of their status as individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship, at all levels of employment.