

ESSENTIAL FUNCTIONS OF THE MEDICAL CODING SPECIALIST

During the course of the Medical Coding Specialist Program, students must demonstrate, with or without reasonable accommodations to policies and practices, the ability to perform the functions listed below safely, reliably, and efficiently.

| ISSUE | STANDARD | EXAMPLES |
|----------------------|---|---|
| Critical Thinking | Critical thinking ability sufficient for clinical judgment and professional behavior. | <ul style="list-style-type: none"> Identify cause-effect relationship in clinical setting. Correlate theory to practice. Abstract information from patient records for coding, research studies, and quality improvement projects. Apply coding guidelines and conventions including proper sequencing of codes. Correlate and review DRG, APC & RBRVS payment methodology to coded data. Review and correct denied claims. |
| Seeing | Visual ability sufficient to read written documentation. | <ul style="list-style-type: none"> Adequately read electronic health records and other information on the computer. Adequately read paper based records. Read publications such as federal/state regulations, Medicare policies, and professional journals. |
| Emotional Endurance | Ability to work in a high stress and rapidly changing environment with multiple deadlines while maintaining emotional control and flexibility. | <ul style="list-style-type: none"> Calmly react to urgent situations. Focus attention on task at hand. Adapt to changing environment. Accept feedback appropriately. Accept responsibility of own actions. |
| Interpersonal Skills | Interpersonal abilities sufficient to interact with peers, coworkers, physicians, third party payers, and other groups from a variety of social, emotional, cultural, and intellectual backgrounds. | <ul style="list-style-type: none"> Establish good rapport with classmates, instructors, and healthcare professionals. Be sensitive to needs of others. Work together to reach a common goal (team player). |
| Communication | Communication abilities sufficient for interaction with others in verbal and written form. | <ul style="list-style-type: none"> Read, write, speak, and comprehend English. Follow written and oral directions. Listen for content, emotional meaning and direction. Communicate a thought, idea, or fact in spoken or written form in a clear, concise manner. Compose written physician queries regarding coding issues. |
| Ethics | Ability to act in a professional manner. | <ul style="list-style-type: none"> Maintain patient confidentiality. Maintain security of health information. Demonstrate academic integrity. |
| Motor Skills | Manual dexterity necessary to perform duties. | <ul style="list-style-type: none"> Keyboarding. Locate information in medical record documentation (paper and electronic formats). Assign patient classification systems such as ICD-9-CM, HCPCS, and CPT using code books or computer applications. Assign DRGs, APCs and RBRVS payment methodology to codes using computer applications. |
| Hearing | Auditory ability sufficient to respond to verbal communication and to interact with the communicator. | <ul style="list-style-type: none"> Participate in departmental and institutional committees. Communicate with health care professionals. Hear telephone conversations. |
| Mobility | Physical ability sufficient to tolerate walking, standing, stooping, and bending; and ability to lift items weighing 20 lbs or more. | <ul style="list-style-type: none"> Retrieve, carry, and file medical records. Perform medical record review and coding. Sit at the computer to perform coding function. |