



With the skill set of INPATIENT CODING AUDITOR

POSITION OVERVIEW

The Health Information Management Inpatient Coding Auditor identifies areas of under or over coding to avoid fraudulent coding and billing. Accurate coding is key to reimbursement and organizational compliance. The role is responsible for ensuring documentation and coding are to the highest level of specificity, correct codes are assigned, optimal DRGs are identified, and all coding is compliant with coding and regulatory guidelines.

QUALIFICATIONS

A current credential such as RHIA (Registered Health Information Administrator), RHIT (Registered Health Information Technician), CCS (Certified Coding Specialist), or other designated credential from a nationally recognized organization with at least three years of inpatient coding experience.

COMPETENCIES

- Use and maintain electronic applications and work processes to support clinical classification and coding.
- Apply inpatient diagnosis and procedure codes according to current nomenclature and demonstrate adherence to current regulations and established Official Guidelines in code assignment including UHDDS guidelines.
- Ensure accuracy of diagnostic/procedural MSDRG.
- Validate coding accuracy using clinical information found in the health record.
- Understand clinical indicators, common treatments, and documentation requirements for common conditions in the major diagnostic categories.
- Use established guidelines to comply with reimbursement and reporting requirements such as the National Correct Coding Initiative and others.

REGISTERED APPRENTICESHIPS

Core components

Employer Involvement	<ul style="list-style-type: none"> • Employer driven • Must be directly involved • Must provide Paid on-the-job learning
Job Related Technical Instruction	<ul style="list-style-type: none"> • Front-loaded and working learner models • Designed to meet your workforce needs
Structured Paid On-the-Job Learning	<ul style="list-style-type: none"> • Structured and supervised • Guided by employer mentor • Competency-based
Rewards for Skills Gain	<ul style="list-style-type: none"> • Increase in skills and competencies tied to increased earnings
National Occupational Credential	<ul style="list-style-type: none"> • Portable industry-recognized professional credential • Certifies an individual at the proficiency level for the occupation

RELATED TECHNICAL INSTRUCTION:

- Skills assessments based on certification domains
- AHIMA online Coding courses
- Career Step online Auditing courses
- Common employability skills such as communication; analysis and problem-solving; teamwork, business knowledge and behavioral characteristics



APPRENTICESHIP PROGRAM

Quick-Start Action Planner

STEP	WHAT DO I NEED TO GET STARTED?
1	<p>Determine your workforce needs for skilled talent</p> <ul style="list-style-type: none"> <input type="checkbox"/> Do you have challenges in finding skilled talent? <input type="checkbox"/> What particular occupations? <input type="checkbox"/> What are your long-term workforce needs? <input type="checkbox"/> Determine number of apprentices needed
2	<p>Identify partners and resources you need (Don't go it alone)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identify internal/external stakeholders to participate in the development of the apprenticeship program <input type="checkbox"/> Do you want to partner with local workforce agencies? <input type="checkbox"/> Are there other critical partners that are needed to be successful? <input type="checkbox"/> Will the state Department of Labor (DOL) be involved?
3	<p>Program Operation & Administration</p> <ul style="list-style-type: none"> <input type="checkbox"/> Obtain approval for FTE/s within organization (if necessary) <input type="checkbox"/> Create apprentice job description/job code <input type="checkbox"/> Develop wage progression schedule <input type="checkbox"/> Review/sign apprenticeship standards
4	<p>Apprentice Recruitment</p> <ul style="list-style-type: none"> <input type="checkbox"/> How will you select individuals to participate in your program? <input type="checkbox"/> Do you want your program to serve new entrants and/or up-skill incumbent workers? <input type="checkbox"/> Candidate screening <input type="checkbox"/> Interview for apprentice positions <input type="checkbox"/> Hire and onboard new apprentices
5	<p>Determine your training model</p> <ul style="list-style-type: none"> <input type="checkbox"/> AHIMA Foundation will provide access to online instruction <input type="checkbox"/> Identify skill/competency requirements <input type="checkbox"/> Identify experienced mentors at the job site <input type="checkbox"/> Develop an on-the-job learning (OJL) plan
6	<p>Assess and Continuously Improve</p> <ul style="list-style-type: none"> <input type="checkbox"/> Conduct regular apprentice OJL evaluations <input type="checkbox"/> Complete apprentice experience surveys for each program stage <input type="checkbox"/> Assess the program and participants' success moving forward <input type="checkbox"/> Evaluate progress and make program corrections as needed <input type="checkbox"/> Continuously improve the quality of the program over time

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