

RESOURCE ASSISTANT (MEDICAL CODER)

CHAUTAUQUA COUNTY DEPARTMENT OF MENTAL HYGIENE AND SOCIAL SERVICES

SALARY RANGE: \$24.42 - \$31.31/HOUR - 40 HOURS/WEEK + BENEFITS

The Chautauqua County Department of Mental Hygiene and Social Services is currently accepting applications for the title of Resource Assistant (Medical Coder) to work out of the Mayville, New York office. This position coordinates, sets operational standards and performs senior-level work activities in carrying out the medical coding functions within the Department of Mental Hygiene and Social Services. This position is essential in ensuring accurate medical coding to support efficient reimbursement processes and compliance with health care regulations. This position will work collaboratively with the Department of Finance as necessary, permitting wide latitude for the exercise of independent judgment within the daily operations of medical coding and billing for behavioral health services. Supervision may be exercised over lower-level clerical staff. Additional guidance concerning Medicaid, insurance and behavioral health services functions related to billing may be received from a Deputy Director. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Coordinates and leads the medical coding processes to ensure efficient revenue cycle management within the department;
- Reviews and analyzes medical records to assign appropriate diagnostic and procedural codes using ICD-9, ICD-10 and CPT classifications;
- Ensures accurate coding for outpatient behavioral health services in accordance with current guidelines;
- Assists in training behavioral health clinicians to clarify documentation discrepancies or ambiguities for proper coding;
- Maintains up-to-date knowledge of coding guidelines, regulatory changes and compliance standards related to behavioral health coding;
- Conducts regular audits of coded data to ensure accuracy and completeness in medical records;
- Collaborates with billing team to resolve coding discrepancies and optimize reimbursement processes;
- Utilizes Electronic Health Records (EHR) systems efficiently for data entry and documentation updates;
- Assists in the development and maintenance of coding policies for program operations;
- Assists in the preparation of reports related to coding accuracy and compliance audits for review by management;
- Serves as a resource and subject matter expert to the billing department regarding coding.

This position is being filled as a provisional appointment from approved applications received. An incumbent in this position, will be required to take a competitive civil services examination scheduled at a later date.

Chautauqua County offers a comprehensive benefits package which includes:

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| - Health Insurance (including Dental & Vision plan) | - 13 Paid Holidays |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time |
| - Flex Spending Account | - Personal Days |
| - NYSLERS Pension | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness | - Wellness Program |

MINIMUM QUALIFICATIONS: Possession of an Associate's Degree or higher from a regionally accredited or New York State registered college or university and three (3) years of clerical experience that primarily involved performing medical coding, as well as billing services, for behavioral health services.

ADDITIONAL REQUIREMENTS: Possession of a Certified Professional Coder (CPC) Certification, or an equivalent credential, within one year of appointment, or before completion of the required probationary period.