

# Modoc Medical Center

## JOB ANNOUNCEMENT

**Final Filing Date:**  
Open Until Filled

**Certified Coder/ ICD-10**  
**Full Time**

**Wage Rate:**  
\$22.30 - \$33.73

Modoc Medical Center is accepting applications for a Certified Coder in our Medical Records Department (Acute Hospital). This is a full-time benefitted position.

**Duties include (but not limited to):**

The successful candidate's duties will include the following:

- Correct assignment of ICD10 and CPT codes, modifiers, and charge capture after chart audit/analysis while following applicable rules and regulations.
- Ensures that records are coded in a timely manner, excluding weekends and holidays.
- Queries medical staff in a professional, tactful manner, if diagnosis is not available or if documentation is unclear
- Ensures data quality and optimum reimbursement allowable under the federal/state payment systems.
- Maintains a good working relationship within the department, other departments and medical staff.
- Must be familiar with all medical record and coding requirements.
- Participates in performance improvement functions through data collection and documentation review.
- Meets quality standards of principal diagnoses and procedures appropriately and/or correctly coded.
- Refers medical record to supervisor if there is a question regarding documentation or diagnoses.
- Willing to accept additional assignments.

**Minimum Qualifications:**

- High school diploma or GED.
- Certification through AHIMA or AAPC or must be currently enrolled in a certification program.
- Previous knowledge of coding conventions and medical records.
- Ability to work in a fast-paced environment while meeting deadlines.

**Application Process:**

If interested, apply on-line at [www.modocmedicalcenter.org](http://www.modocmedicalcenter.org).

Modoc Medical Center - Human Resource Department  
PO Box 190 – Alturas, CA 96101