

Title: Medicare Claims Coder/Keyer

Location: Remote

Position Status: This is a temporary position on a 24 week contract

Work Schedule:

Regular hours are Monday - Friday between the hours of 8:00 am - 5:00 pm. Employees may need to adjust work hours to meet customer missions and during surge situations.

Brief Job Description:

The Coder/Keyer is responsible for the accurate and timely screening, coding and keying of Medicare Provider Claims via the MCS/Verify systems.

Duties and Responsibilities:

- Communicates and supports providers and clinical team with coding questions
- Composes meaningful and grammatically correct medical necessity and coding appeals
- Conducts periodic record audits to ensure documentation is consistent with processes and procedures
- Performs other tasks as needed

Education, Experience and Qualifications:

- Must have experience in a position requiring data entry skills
- Must have experience in a position requiring strong attention to details
- Must have experience in using a PC and Keyboard in a Windows environment
- Experience with ICD-9 AND CPT-4 coding is highly desired
- Must pass a drug screening
- A High School Diploma or equivalent is desired
- Punctuality and regular attendance are required
- Grooming and dress must be appropriate for the position, must not be of an offensive nature, and must not impose a safety risk to self or others
- Demonstrates positive, polite, and professional behavior at all times when dealing with co-workers, customers, and all levels of management
- Communicates using clear, concise, and accurate English, both verbal and written are required

Physical Requirements:

Work may involve sitting or standing for extended periods of time. Position may require typing and reading from a computer screen. Must have sufficient mobility to include but not limited to: bending, reaching, climbing, turning, and kneeling to complete daily duties in a timely and efficient manner. There is a possibility that due to parking availability and location of work, walking moderate to long distances may be required. Must be able to lift, move, and transport items frequently over 15 pounds.

Work Environment:

Generally, work is conducted in an inside office environment, but may also involve some outside work depending on the task. The inside environment may be a cubicle or office with close quarters, low to moderate noise, and bright or dim lighting. Outside work may include various environmental conditions including warm and cold climates and while on travel, some work may be conducted outside for military customers.

Other Essential Functions:

Employees may be required to travel for work related tasks. Reliable transportation to office or work site is required. When operating any vehicle for work purposes, the employee must wear a seat belt at all times. The use of cellular devices while operating a vehicle is prohibited.

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At the time of hiring, employees are required to sign a written statement acknowledging that they are employed at the will of the company and are subject to termination at any time, for any reason, with or without notice, and with or without cause. Employees who do not have an individualized written employment contract or a collective bargaining agreement are employed at the will of the company and are subject to termination at any time, for any reason, with or without cause or notice. At the same time, these employees may terminate their employment at any time for any reasons.