



KAY IVEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
MARY STARKE HARPER GERIATRIC PSYCHIATRY CENTER
115 HARPER COURT
TUSCALOOSA, ALABAMA 35401
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LYNN T. BESHEAR
COMMISSIONER

BEVERLY WHITE, BSN, MS
FACILITY DIRECTOR

REVISED
ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION
AN EQUAL OPPORTUNITY EMPLOYER

JOB TITLE: Coding Compliance Specialist

NUMBER: 19-05

JOB CODE: Y1500

DATE: August 30, 2019

SALARY RANGE: 61 (\$27,804.00 - \$42,290.40)

PCQ #: 8802140

JOB LOCATION: Mary Starke Harper Geriatric
Psychiatry Center
Tuscaloosa, Alabama

MINIMUM QUALIFICATIONS: High school diploma or GED. Experience (24 months or more) in ICD-10-CM coding compliance work in general acute care hospital.

KIND OF WORK: This is a responsible technical position in a Health Information Management Department at a state mental health geriatric facility. An employee in this class is responsible for facilitating optimization of revenue sources from Medicare Parts A, B and D as well as other insurance companies by assignment of codes via the appropriate nomenclature. Consult with facility care providers regarding identification, appropriate documentation and communication of billable services to the business office personnel. Work is subject to instruction and review for conformity with Departmental Policies, State and Federal Laws with employee responsible for accuracy and completeness of work. Other duties as assigned by the supervisor.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of current medical terminology; ability to communicate effectively both orally and in writing. Working knowledge of ICD-10-CM and CPT nomenclature. Ability to abstract appropriate data from medical record. Ability to accurately assign codes. Knowledge and ability to enter and expire codes in the Electronic Health Record.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their job-related training, abilities, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as above mentioned. All relevant information is subject to verification. **Drug screening is required. Security clearances will**

be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at www.mh.alabama.gov. ***Only work experience detailed on the application will be considered.*** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications are to be returned to the **Mary Starke Harper Geriatric Psychiatry Center, Human Resources Department, 115 Harper Court, Tuscaloosa, Alabama 35402 by the deadline shown below in order to be considered for this position.** An official copy of your academic transcripts if required must be forwarded by the school, college, or university to the Human Resource Department at the above address.

DEADLINE: Until Filled

Click Here to Apply:
<https://tinyurl.com/y2pxr4sr>.