



Position: Coding Specialist		Position Date: 01/03/11	Job Number: 0112001
Company: Daytop Village, Inc.			
Location: New York, Far Rockaway & Swan Lake		Req'd Education: BA	
Salary: Based on Experience		Req'd Experience: Alternative	
Employee Type: Full Time		Certifications: Yes	
Industry: Substance Abuse Rehabilitation		Manages Others: No	
Position Type: Non-Exempt			

Company Description:

Daytop is a non-profit organization that helps adults and adolescents address the multiple issues stemming from both substance abuse and mental health conditions. We operate a network of integrated outpatient programs for adults and adolescents, in every borough of New York City and in Suffolk, Westchester and Rockland Counties. For those requiring a more intense treatment experience, Daytop provides a vast network of inpatient treatment facilities that are tailored to particular age groups and genders.

Job Description:

Daytop has three open Coding positions in New York (Manhattan), Far Rockaway and Swan Lake. The duties include providing specified duties to code medical records (i.e., Client charts) accurately while utilizing ICD-9-CM and CPT/HCPCS codes and appropriate modifiers to billing records to their fullest extent possible, consistently and compliantly. Reviewing patients' medical records to assure specificity of diagnosis, procedures and appropriate/optimal reimbursement for Medical, Mental Health 822/819 and Article 28.

Principal Responsibilities:

- Primary responsibility is to evaluate clinical record documentation and charge ticket coding to optimize reimbursement by ensuring that diagnostic and procedural codes and other documentation accurately reflects and supports the visit, ensure that all data comply with legal standards and coding guidelines; interpret clinical information such as diseases and/or symptoms, diagnostic descriptions, and procedures for a given visit in order to accurately assign and sequence the correct ICD-9-CM, CPT codes and HCPCS codes.
- Utilize technical coding principals and reimbursement expertise to assign appropriate ICD-9-CM diagnoses and ICD-9-CM/CPT-4 procedures.
- Reviews appropriate provider documentation to determine principal diagnosis, co-morbidities and complications, secondary conditions and/or procedures.
- Identify additional chargeable items for service level visits.
- Reviews daily system-generated error reports to correct or complete missing data elements pertaining to coding errors and/or deficiencies.
- Review claim denials and rejections pertaining to coding and medical necessity issues and, when necessary, implement corrective action plans.
- Ensure appropriate dissemination and communication of all regulation, policy and guideline changes to staff.



- Maintain understanding of medical terminology and disease processes through participation in continuing education programs to effectively apply ICD-9-CM and CPT/HCPCS coding guidelines.
- Assists and works with all members of the Billing Team in implementing solutions to reduce backend billing errors.
- Additional related duties, as needed.

Qualifications:

- Minimum 2 years of coding experience
- CCS, CPC-H, or CPC-P Certification Required
- Knowledge of coding chart notes for clinical care teams (including MD, LMSW, RN, CASAC & CASAC-T)
- Bachelor's Degree preferred
- Familiarity with Article 28 organizational culture
- Knowledge of third party insurance verification
- Proficient computer skills
- Excellent written/oral communication skills

Please submit a resume via email to hr@daytop.org. Please reference job # 0112001.