

CODING TECHNICIAN TITLE SERIES DEFINITIONS

I. DEFINITIONS

CODING TECHNICIAN

There are three allocations at this level: (1) positions in the UW Medical School; (2) a position in the UW School of Veterinary Medicine; (3) positions in the UW-Madison Wisconsin State Laboratory of Hygiene

- 1) In the UW Medical School, positions at this level are designed to develop proficiency in performing coding functions including Current Procedural Terminology (CPT) codes and modifiers, International Classification of Diseases (ICD) diagnosis codes and prioritization, third party payer coding/billing requirements, and ensuring documentation compliance with federal regulations for teaching facilities and physicians. Positions for a majority of the time perform routine and less complex inpatient and outpatient procedural and diagnosis coding, abstracting from medical records, physician notes, dictations, and other documentation, and perform limited analysis work for all physician services. In addition, these positions may perform this same work for all the University of Wisconsin Hospital and Clinic's (UWHC) outpatient services. Work is performed under close progressing to limited supervision.
- 2) In the UW School of Veterinary Medicine, this is the objective level for the position which for the majority of the time codes diagnoses, operative procedures, examinations, and diagnostic tests and procedures for all non-human inpatients and outpatients in accordance with the standards and procedures of the Standard Nomenclature of Veterinary Diseases and Operations, and maintains the related database(s).
- 3) In the Wisconsin State Laboratory of Hygiene, these are entry level positions working under close to limited supervision. These positions are designed to develop proficiency in performing OSHA surveying, analysis, coding, recordkeeping, quality assurance, and education related to occupational injuries and illness for Wisconsin that is used for state and national statistics and public health purposes. Positions at this level perform more routine and less complex coding. This work includes analyzing the Survey of Occupational Injuries and Illness that employers describe injuries and illnesses that occurred. These positions must ensure that the information is accurate and complete. These positions spend a great deal of time communicating with employers about questions they have about reporting, problems with their reporting, and provide training on areas that employers are unclear about, unaware of, or that are done in error. In order to properly code the injuries and illnesses, they many times need to consult other people/or documentation for further information such as coroners, death certificates, police, sheriff, workers compensation, etc. The information coded by these positions provides data for State, Federal and National reporting for Bureau of Labor Statistics (BLS), Occupational Safety and Health Administration (OSHA), and Census of Fatal Occupational Injuries (CFOI). OSHA will utilize this information for a variety of reasons, such as deciding which companies are high risk and that they need to audit, which could cost an employer millions of dollars. The coding also affects the employer's insurance rates. Correct coding affects the safety of millions of workers because the information may indicate a serious problem that needs to be addressed.

CODING TECHNICIAN-SENIOR

There are two allocations at this level: (1) positions in the UW Medical School; (2) positions at UW-Madison, Wisconsin State Laboratory of Hygiene; and (3) positions in the Department of Health and Family Services' Bureau of Health Information & Policy.

- 1) This is objective level work in the proficient performance of both routine and complex human inpatient and outpatient procedural and diagnosis coding within the UW Medical School. Complex coding situations vary depending on the Department, but typical examples include interventional radiology, trauma, patient complications, re-operative surgeries, and other non-routine cases. Coding functions include CPT codes and modifiers, ICD diagnosis codes and prioritization, third party payer coding/billing requirements, and ensuring documentation compliance with federal regulations for teaching facilities and physicians. Positions abstract needed clinical information from medical records, physician notes, dictations, other documentation, and perform analysis work for all physician services. In addition, positions may perform this same work for UWHC outpatient services. Positions provide compliance review and case-specific educational in-services to physicians and other clinical and fiscal staffs on correct dictation, coding and billing practices. Positions research individual patient coding issues as required, review accounts, obtain and verify information from medical reports and provide additional information and/or explanations to the UW Medical Foundation and/or UWHC Fiscal Affairs regarding coded/billed services. Positions ensure that all services are coded and billed. Work is performed under general supervision.
- 2) In the Wisconsin State Laboratory of Hygiene, these are objective level positions that work independently under general supervision. Positions at this level perform all the duties identified in the Coding Technician level and in addition they perform both the routine and the most complex coding.

CODING TECHNICIAN-ADVANCED

There are two allocations at this level: (1) positions in the UW Medical School; (2) position at UW-Madison, Wisconsin State Laboratory of Hygiene and (3) positions in the Department of Health and Family Services' Bureau of Health Information & Policy.

- 1) In the UW Medical School, under general direction, positions at this level perform all the duties of a Coding Technician Senior. In addition, positions research new regulations, new codes and billing procedures and assignment of fees, and provide comprehensive training and guidance to physicians, non-physician providers, other allied health professionals and staff, resolve complex insurance inquiries, and serve as liaison to outside entities on coding-related issues. Positions closely assist the Supervisor in identifying and implementing correct coding policies, procedures and billing protocols, particularly as they evolve through rule changes of third-party payers. In Departments with several coders, positions provide training and consultation to entry-level and Senior Coding Technicians, and may coordinate the unit's work flow. Positions audit charges and/or records for insurance compliance and independently provide direction to staff in health information record completion requirements. Positions at this level additionally perform at least two of the following duties:
 - Formal Quality Assurance/Improvement activities, including the identification of data to be collected and developing summary reports.
 - Develop documentation systems to ensure all services are billed and work with the University of Wisconsin Medical Foundation or Information Systems staff regarding systems

development and modification.

- Prepare trend and/or custom analyses for faculty, insurance carriers or administration.

- 2) In the Wisconsin State Laboratory of Hygiene, under general direction, the positions at this level perform all the duties of a Coding Technician Senior. In addition, these positions act as the lead worker over the other Coding Technicians. The positions will serve as the technical expert to provide training to the other Coding Technicians. The lead workers will be responsible for quality assurance of the Coding Technician's work, and running queries and also manual checks to ensure accuracy of coding and recordkeeping for the State, Federal and National reports. The positions will be responsible for managing the surveying and receipt of reports from employers (Wisconsin has the largest number of reports in the nation.)

II. QUALIFICATIONS

Coding Technicians at the Senior and Advanced levels would typically meet the skills, training, and experience criteria for national certification as a Certified Procedural Coder (CPC) or Accredited Record Technician (ART). Select positions may require training and certification from the National Center for Health Statistics.

III. RELATED TITLES

Medical Record Librarian
Medical Record Technician