UNIVERSITY OF SOUTHERN CALIFORNIA
Coder
Job Code: 189131

Grade: HE
OT Eligible: Yes
Comp Approval: 4/27/2005

JOB SUMMARY:
Codes and abstracts documents such as patient charts and pathology reports utilizing diagnostic codes. Enters data into computer system(s).

JOB ACCOUNTABILITIES:
*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:
Essential: Yes

JOB QUALIFICATIONS:
Minimum Education:
Specialized/Technical Training
Combined experience/education as substitute for minimum education

Minimum Experience:
2 Years

Minimum Field of Expertise:
Graduation from a formal coder training program or completion of academic class in medical coding. Two years of coding experience may be substituted for education requirement.

Preferred Education:
Preferred Experience:
3 Years

Preferred Field of Expertise:
RRA or ART certification, membership in professional coding association.

Skills: Administrative:
Answer telephones
Clinical documentation
Communicate with others to gather information
Draft routine correspondence
Gather data
Input data
Maintain filing systems
Prioritize different projects
Read handwritten text
Understand and apply policies and procedures
Use computerized spreadsheets
Use database and/or word processing software

Skills: Machine:
Computer Network (Department or School)
Computer Network (University)
Computer Peripheral Equipment
Fax
Personal Computer
Photocopier

Supervises: Level:
May oversee student, temporary and/or casual workers.

SIGNATURES:
Employee: _______________________________ Date: _______________________________
Supervisor: _______________________________ Date: _______________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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