

EPIC

••• READY SET LEARN

**DESIRE.
INSPIRE.
GO HIGHER.**

MEDICAL CODER

I organize and manage health information data to ensure that the information maintains its quality, accuracy, accessibility, and security in both paper files and electronic systems. I also use various classification systems to code and categorize patient information for insurance reimbursement purposes, for databases and registries, and to maintain patients' medical and treatment histories.

THESE ARE THE THINGS I DO ON A DAILY BASIS:

- Review patients' records for timeliness, completeness, accuracy, and appropriateness of data
- Organize and maintain data for clinical databases and registries
- Track patient outcomes for quality assessment; Use classification software to assign clinical codes for reimbursement and data analysis
- Electronically record data for collection, storage, analysis, retrieval, and reporting
- Maintain confidentiality of patients' records

Why this job is a good fit?

- ▶ Provide support and service to others
- ▶ Working conditions
- ▶ Independence
- ▶ Work value

Tools I use

- ▶ Computers
- ▶ Readers and Encoders
- ▶ Medical Charting Systems
- ▶ Microfiche/Microfilm Viewers
- ▶ Accounting/Database



Resources: This and other Career Data Sheets available on www.epicworkforce.net. Information may vary by job and should be verified before pursuing a position. Other related information is available at onetonline.org, careeronestop.org, jobcenter.usa.gov, and www.bls.gov/ooh/.

DESIRE.

Learn more at:

www.epicworkforce.net/

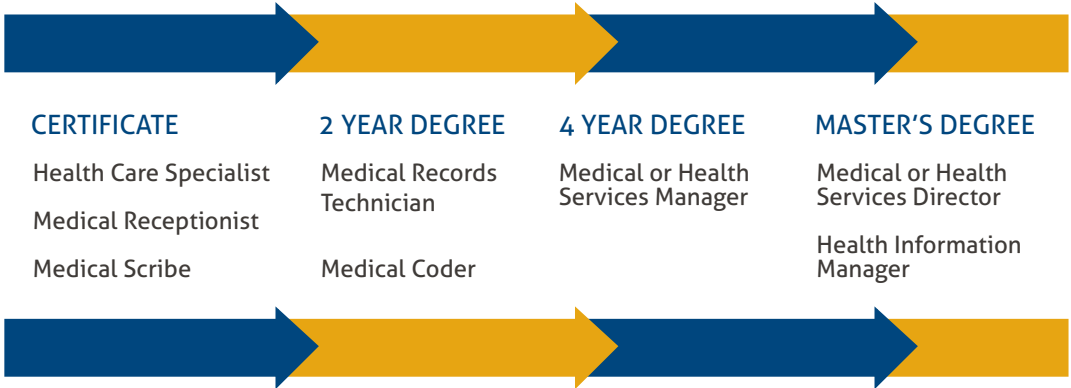
Why I enjoy my job as a Medical Coder:

- ▶ I work with co-workers in a friendly non-competitive environment.
- ▶ I work where management stands behind employees.
- ▶ I can work on my own and make decisions.

IMPORTANT SKILLS AND ABILITIES FOR THE JOB:

- ▶ Clerical
- ▶ English Language
- ▶ Computers and Electronics
- ▶ Reading Comprehension
- ▶ Active Listening
- ▶ Customer/Personal Service
- ▶ Writing/Speaking
- ▶ Critical Thinking

INSPIRE.



GO HIGHER.

CREDENTIALS OFFERED:

Check for credential specifics at your KCTCS Home College!!

CERTIFICATES

*ELECTRONIC HEALTH RECORDS | MEDICAL CODING | HOSPITAL ADMISSIONS
MEDICAL SCRIBE | HEALTH CARE SPECIALIST | MEDICAL RECEPTIONIST*

DEGREES

ELECTRONIC MEDICAL RECORDS | MEDICAL CODING

This project has been funded by a grant from the United States Department of Labor.