

DACUM Competency Profile for The Health Information Coding and Data Specialist

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The Health Information Coding/Data Specialist is a member of Health Center that retrieves, analyzes, abstracts, assigns appropriate codes, enters and collates data for the generation of reports for reimbursement, statistics, and continuous improvement in patient care.

Duties		Tasks			
A	Establish Work Environment	A-1 Establish ergonomically correct workspace	A-2 Boot up computer	A-3 Review E-mail messages	A-4 Gather resources and references
		A-5 Determine criteria for the day	A-6 Retrieve appropriate records	A-7 Gather appropriate forms	
B	Review Medical Record	B-1 Verify the patient account number	B-2 Verify demographic data	B-3 Review the medical record for payor type	B-4 Review the medical record for patient type
		B-5 Check the medical record for deficiencies	B-6 Gather supporting/related health documents		
C	Assign The Diagnostic Codes	C-1 Determine admitting diagnosis	C-2 Determine principal diagnosis	C-3 Determine medication diagnosis/ses	C-4 Assign and enter international classification of disease - 9th ed. Clinical modification codes
		C-5 Sort problem medical records	C-6 Query Medical Doctors and other health providers for clarification or additional information		
D	Assign The Procedural Supply/Service Codes	D-1 Determine principal procedures/service	D-2 Determine additional procedures	D-3 Assign/verify and enter the international classification of diseases (9) clinical modification procedures codes	D-4 Assign and enter current procedural terminology codes
		D-5 Assign and enter modifier(s)	D-6 Assign/verify and enter health care financing administration common procedural coding system code	D-7 Analyze/assign the diagnostic related groups/ambulatory payment classification	
E	Collecting Data For The Abstract	E-1 Review patient type for abstract for specific elements	E-2 Assign/enter the Office of State Health Planning Department (OSHDP) data elements	E-3 Enter all identification numbers of physicians treating the patient	E-4 Enter all physician identification numbers associated with each procedure
		E-5 Enter newborn infant data	E-6 Enter obstetrical data	E-7 Enter data related to administration of blood products	E-8 Enter advanced directive status
		E-9 Enter special studies data	E-10 Review/enter data for Joint Commission ongoing medical record review	E-11 Enter death statistics	E-12 Flag the medical record for chart tracking location
		E-13 Flag the medical record for appropriate review	E-14 File medical record		

F

Communicate Information To Other Departments

F-1 Communicate code changes to Business Office	F-2 Investigate and rectify questioned data	F-3 Communicate follow-up outcomes	F-4 Generate reports
F-5 Transmit data to appropriate departments			

G

Audit Medical Records' Data

G-1 Review physician chart for documentation	G-2 Review all coding	G-3 Review demographic data	G-4 Collect and enter data regarding quality of care
G-5 Collaborate with investigations/audits	G-6 Respond to audit findings	G-7 Problem solve data/insurance rejections	

H

Maintain Professional Responsibilities

H-1 Maintain security and confidentiality of health information	H-2 Follow facility specific policies and procedures	H-3 Maintain currency of coding resources	H-4 Participate in performance improvement
H-5 Maintain continuing education/certification (Internal & External)	H-6 Serve as a preceptor for new employees/students	H-7 Provide in-service training	H-8 Achieve productivity standards
H-9 Adhere to coding guidelines	H-10 Adhere to compliance guidelines		

Future Trends & Issues

- 1. Health Insurance Portability & Accountability Act HIPAA
- 1. Software (Encoder)
- 2. Coding Compliance
- 2. Hardware troubleshooting
- 3. National Correct Coding Initiative
- 3. New technologies
- Abstracting systems - delegated to non-coders
- Common procedural terminology 5
- Computer Knowledge/Computerized Patient Record
- Concurrent coding
- Confidentiality & ethics
- Continued healthcare reform
- Continued salary increased due to demand
- Credential for chart review (coding)
- Cultural issues
- Direct automated coding/abstracting & auditing
- Distant coding/abstracting (homebased)
- Dress code - professional dress respect
- Ergonomics
- ICD-10-Clinical Modification
- Increase HIM working knowledge
- Increased auditing responsibilities
- Increased collaboration between Health Information & Financial Services
- Job constant change in responsibilities
- Job knowledge (continuing education)
- Liabilities
- Marketing of profession
- Merging roles
- Networking (others, coding specialist)
- Outsourcing
- Redesign of computerized patient record

- Reimbursement knowledge
- Shortage of staff
- Stepping out of comfort zone

Knowledge & Skills

- Abbreviations
- Ability to organize
- Acronyms
- Adhere to compliance guidelines
- American Academy of Professional Coders
- American Health Information Management Association
- Anatomy & physiology
- California Health Information Association (State & Local)
- Coding guidelines - inpatient vs. outpatient - coding clinic/CPT assistant/CPT rules & modifiers
- Communication skills:

- Computer skills:
- Confidentiality
- Customer service
- Diagnostic Imaging
- Directed practice at various types of settings (hospitals, clinics, Doctor's practices and Skilled Nursing Facilities, etc.)
- EKGs
- Encoder (EDI) software
- Federal registry
- Filing systems/assembly deficiencies/basic flow of medical - records
- Hospital policy/procedures
- ICD-9, CPT 4, HCPCS, DRG, APC, NCCI (National correct coding initiative)
- Interaction with co-workers - other hospital personnel
- Internet
- Keyboarding (10-key)
- Knowledge of diagnostic related groups & ambulatory payment classifications
- Knowledge of medical records
- Knowledge of payors code requirements

- Knowledge of professional organizations for health information management

- Laboratory
- Medical terminology
- Numerical recollection
- Organization skills
- OSHPD regulations
- Pathology of diseases - symptoms vs. complications of disease
- Pharmacology
- Problem solving skills
- Queries to physicians
- Radiology
- Recognize abnormal findings:
- Revenue codes
- Society for Clinical Coders
- Speed reading
- Telephone
- Time management
- Verbal
- Windows
- Written

Tools, Equipment, Supplies And Materials

- Abbreviation list/book (one should include acronyms)
- American Hospital Association
- Anatomy/body works online
- Binders - for reference materials/reports

- Calendar
- Chargemaster List
- Clinical Modification
- Coding Clinic
- Coding Guidelines (ICD-9)
- CPN Dictionary - Medical
- CPT Assistant (CPT)
- CPT Companion
- CRT - 17" or larger/CPU computer
- Current Procedural Terminology
- Desk Reference
- DRG companion book
- DRG Guidebook
- E-mail
- Fax machine
- Healthcare Common Procedure Coding System
- Hole puncher
- International Classification of Disease (9)

- Internet/Intranet
- Laptop computer
- Manual - Office Statewide Health Planning and Development for abstraction OSHPD edits IV-edits manual/diskette

- Manual-Basic ICD9-CM Coding
- OLG-recommended publications
- Paper
- Pen/Pencils/high-lighters
- Pharmacology
- Physician Desk Reference - Hospital specific abstracting & coding guidelines/protocols/procedures policies

- Post-it notes
- Printer
- Recommended coder publications
- Roster - Medical staff with ID No.
- Scissors
- Software - Abstracting
- Software - Encoder
- Sorting trays
- Stapler, staples, staple remover
- Tape-scotch
- Telephone
- Telephone lists - external & internal
- Workspace - adequate to support work materials, surface space & filing space, comfortable, adjustable chair, ergonomically-correct (work surface/desk, keyboard, footrest) - Distraction free

Worker Characteristics

- Able to work independent
- Approachable
- Assertive
- Communicative/collaborative

Worker Characteristics

- Competent
- Critical thinker
- Cultural sensitivity
- Decisive
- Demonstrates ethics
- Dependable/reliable
- Detail-oriented
- Discretion
- Flexible/adaptive
- Honesty
- Integrity
- Investigative/intuitive
- Logic-based (common sense)
- Loyalty
- Manages personal/business stress
- Organized
- Positive attitude
- Professional behavior
- Professional image & behavior
- Respects property/resources of others
- Responsible
- Self motivation
- Self-disciplined
- Sense of Humor
- Tactful
- Team-oriented
- Tolerates opinions of others

