

Essential Functions – MEDICAL CODING SPECIALIST

Function #	Essential Function*
The tasks below are from the American Health Information Management Association’s Registered Health Information Technician Domains, Subdomains and Tasks and represent the program’s essential functions	
<b>Domain I: Health Data Management</b>	
<b>Subdomain B. Healthcare Information Requirements and Standards</b>	
IB1	Monitor the accuracy and completeness of the health record as defined by organizational policy, external regulations and standards
IB3	Apply policies and procedures to assure organizational compliance with regulations and standards
<b>Subdomain C. Clinical Classification Systems</b>	
IC1	Use and monitor applications and work processes to support clinical classification and coding
IC2	Apply diagnosis/procedure codes using ICD-9-CM
IC3	Apply procedure codes using CPT/HCPCS
IC4	Ensure accuracy of diagnostic/procedural groupings (such as APC; DRG; IPF)
IC5	Adhere to current regulations and established guidelines in code assignment
IC6	Validate coding accuracy using clinical information found in the health record
IC7	Identify discrepancies between coded data and supporting documentation
<b>Subdomain D. Reimbursement Methodologies</b>	
ID1	Apply policies and procedures for the use of clinical data required in reimbursement and prospective payment systems (PPS) in healthcare delivery (such as APC; DRG; RVU; RBRVS)
ID2	Support accurate revenue cycle through: a. Coding
ID3	Use established guidelines to comply with reimbursement and reporting requirements (such as National Correct Coding Initiative [NCCI]; Local Medical Review Policies [LMRP])
<b>Domain 2: Health Statistics, Biomedical Research and Quality Management</b>	
<b>Subdomain A. Healthcare Statistics and Research</b>	
IIA1	Abstract and maintain data for clinical indices/databases/registries

<b>Function #</b>	<b>Essential Function*</b>
<b>Domain 3: Health Services Organization and Delivery</b>	
<b>Subdomain A. Healthcare Delivery Systems</b>	
IIIA1	Comply with accreditation, licensure, and certification standards from government (national, state, and local levels) and private organizations (such as Joint Commission on the Accreditation of Healthcare Organizations)
IIIA2	Apply policies and procedures to comply with the changing regulations among various payment systems for healthcare services such as Centers for Medicare and Medicaid Services (CMS), managed care
IIIA3	Differentiate the roles of various providers and disciplines throughout the continuum of healthcare and respond to their information needs
<b>Subdomain B. Healthcare Compliance, Confidentiality, Ethical, Legal, and Privacy Issues</b>	
IIIB2	Apply regulatory policies and procedures for access and disclosure of protected health information (PHI)
IIIB4	Identify and report privacy issues/problems
IIIB6	Report compliance issues according to organizational policy
<b>Domain 4: Information Technology and Systems</b>	
<b>Subdomain A. Information and Communication Technologies</b>	
IVA3	Use specialized software in the completion of HIM processes (such as chart management; coding; release of information)
<b>Subdomain B. Data, Storage and Retrieval</b>	
IVB2	Maintain integrity of patient numbering and filing systems
IVB4	Maintain integrity of master patient/client index/Enterprise Master Patient Index (EMPI)
<b>Subdomain D. Healthcare Information Systems</b>	
IVD1	Collect and report data on incomplete records and timeliness of record completion
IVD2	Maintain filing and retrieval systems for health records
<b>Domain 5: Organizational Resources</b>	
<b>Subdomain B. Financial and Physical Resources</b>	
VB3	Monitor coding and revenue cycle processes

\*Essential Functions are taken from the Domains, Tasks and Subtasks for Registered Health Information Technicians for 2006+ of the American Health Information Management Association.

**WESTERN TECHNICAL COLLEGE Health and Public Safety Division ESSENTIAL FUNCTIONS**

**Program Specifications – MEDICAL CODING SPECIALIST**

<b>Physical Factors</b>	<b>YES</b>	<b>NO</b>	<b>Essential Function/s Numbers</b>
Standing	◆		ALL
Walking	◆		ALL
Sitting	◆		ALL
Lifting			
10 lbs.	◆		ALL
20 lbs.		◆	
50 lbs.		◆	
100 lbs.		◆	
100 lbs. +		◆	
Carrying			
10 lbs.	◆		ALL
20 lbs.		◆	
50 lbs.		◆	
100 lbs.		◆	
100 lbs. +		◆	
Pushing/Pulling			
10 lbs.		◆	
20 lbs.		◆	
50 lbs.		◆	
100 lbs.		◆	
100 lbs. +		◆	
Climbing		◆	
Balancing		◆	
Bending	◆		ALL
Stooping	◆		ALL
Crouching		◆	
Kneeling		◆	
Crawling		◆	
Running		◆	

<b>Physical Factors</b>	<b>YES</b>	<b>NO</b>	<b>Essential Function/s Number</b>
Twisting		◆	
Turning		◆	
Jumping		◆	
Grasping-Firm/Strong	◆		ALL
Grasping-Light	◆		ALL
Finger Dexterity	◆		ALL
Reaching Forward	◆		ALL
Reaching Overhead	◆		ALL
Pinching		◆	
Simultaneous use of Hand, wrist, fingers (e.g. typing, data entry)	◆		ALL
Coordination			
Eye-hand	◆		ALL
Eye-hand-foot	◆		ALL
Driving		◆	
Vision			
Acuity, Near	◆		ALL
Acuity, Far	◆		ALL
Depth perception	◆		ALL
Accommodation	◆		ALL
Color vision	◆		ALL
Field of vision	◆		ALL
Face-to-face conversation	◆		ALL
Verbal conversation with others	◆		ALL
Public speaking	◆		ALL
Hear normal conversation	◆		ALL
Hear telephone conversation	◆		ALL

**WESTERN TECHNICAL COLLEGE Health and Public Safety Division ESSENTIAL FUNCTIONS**  
**Program Specifications – MEDICAL CODING SPECIALIST**

<u>Environmental Factors</u>	YES	NO	Essential Function/s Number
Works indoors	◆		ALL
Works outdoors		◆	
Exposure to extreme hot or cold temp		◆	
Working at unprotected heights		◆	
Being around moving machinery		◆	
Exposure to marked changes in temperature/humidity		◆	
Exposure to dust, fumes, smoke, gases, odors, mists or other irritating particles ( <i>specify</i> ) ( <i>Ethylene oxid gas</i> )		◆	
Exposure to toxic or caustic chemicals		◆	
Exposure to excessive noises		◆	
Exposure to radiation or electrical energy		◆	
Exposure to solvents, grease, or oils		◆	
Exposure to slippery or uneven walking surfaces		◆	
Working in confined spaces	◆		ALL
Using computer monitor	◆		ALL
Working with explosives		◆	
Exposure to vibration		◆	
Exposure to flames or burning items		◆	

<u>Environmental Factors</u>	YES	NO	Essential Function/s Number
Works around others	◆		ALL**
Works alone	◆		ALL**
Works with others	◆		ALL**
Safety Equipment ( <i>Required to wear</i> )			
Safety glasses		◆	
Face mask/face shield		◆	
Ear plugs		◆	
Hard Hat		◆	
Protective Clothing		◆	

\*\* *Most tasks require independent work but usually in an open office setting when the work of one is dependent upon the completion of the work of another. Teamwork is essential.*

**Program Specifications – MEDICAL CODING SPECIALIST**

<b><u>Cognitive/Mental Factors</u></b>	<b>YES</b>	<b>NO</b>	<b>Essential Function/s Number</b>
Reasoning Deal with abstract and concrete variables, define problems, collect data, establish facts, and draw valid conclusions	◆		ALL
Interpret instructions furnished in oral, written, diagrammatic, or schedule form	◆		ALL
Deal with problems from standard situations	◆		ALL
Carry out detailed but uninvolved written or oral instructions	◆		ALL
Carry out one or two step instructions	◆		ALL
Mathematics Complex skills –Business math, algebra, geometry or statistics		◆	
Simple skills – add, subtract, multiply and divide whole numbers and fractions, calculate time and simple measurements		◆	
Reading Complex skills - Comprehend newspapers, manuals, journals, instructions in use and maintenance of equipment, safety rules and procedures and drawings	◆		ALL

<b><u>Cognitive/Mental Factors</u></b>	<b>YES</b>	<b>NO</b>	<b>Essential Function/s Number</b>
Simple skills - Comprehend simple instructions or notations from a log book	◆		ALL
Writing Complex skills – Prepare business letters, report summaries using prescribed form at and conforming to all rules of punctuation, spelling, grammar, diction and style		◆	
Simple skills – English sentences containing subject, verb and object; names and addresses, complete job application or notations in log book		◆	
Perception Spatial – ability to comprehend forms in space and understand relationships of plane and solid objects; frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms		◆	
Form – ability to perceive pertinent detail in objects or in pictorial or graphic material; to make visual comparisons and discriminations and see slight differences in shapes and shadings of figures and widths and lengths of line		◆	

Program Specifications – MEDICAL CODING SPECIALIST

<u>Cognitive/Mental Factors</u>	YES	NO	Essential Function/s Number
Clerical – ability to perceive pertinent detail in verbal or tabular material; to observe differences in copy, to proof-read words and numbers, and to avoid perceptual errors in arithmetic computation	◆		ALL
Data Synthesizing	◆		ALL
Coordinating	◆		ALL
Analyzing	◆		ALL
Compiling	◆		ALL
Computing	◆		ALL
Copying	◆		ALL
Comparing	◆		ALL
Personal traits Ability to comprehend and follow instructions	◆		ALL
Ability to perform simple and repetitive tasks	◆		ALL
Ability to maintain a work pace appropriate to a given work load	◆		ALL
Ability to relate to other people beyond giving and receiving instructions	◆		ALL
Ability to influence people	◆		ALL
Ability to perform complex or varied tasks	◆		ALL

<u>Cognitive/Mental Factors</u>	YES	NO	Essential Function/s Number
Ability to make generalizations, evaluations or decisions without immediate supervision	◆		ALL
Ability to accept and carry out responsibility for direction, control and planning	◆		ALL

A change in your ability to perform any of the Essential Functions must be reported to Laurie Raddatz, Associate Dean, (608) 785-9409, or to your instructor immediately.

