

Essential Functions – Medical Coding Specialist

Domain I. Data Structure, Content, and Information Governance
I.1. Describe health care organizations from the perspective of key stakeholders.
I.2. Apply policies, regulations, and standards to the management of information.
I.3. Identify policies and strategies to achieve data integrity.
I.4. Determine compliance of health record content within the health organization.
I.5. Explain the use of classification systems, clinical vocabularies, and nomenclatures.
I.6. Describe components of data dictionaries and data sets.
Domain II. Information Protection: Access, Use, Disclosure, Privacy, and Security
II.1. Apply privacy strategies to health information.
II.2. Apply security strategies to health information.
II.3. Identify compliance requirements throughout the health information life cycle.
Domain III. Informatics, Analytics, and Data Use
III.2. Utilize technologies for health information management.
III.4. Report health care data through graphical representations.
III.6. Describe the concepts of managing data.
III.7. Summarize standards for the exchange of health information.
III.6. DM Manage data within a database system.
III.7. DM Identify standards for exchange of health information.
Domain IV. Revenue Cycle Management
IV.1. Validate assignment of diagnostic and procedural codes and groupings in accordance with official guidelines.
IV.2. Describe components of revenue cycle management and clinical documentation improvement.
IV.3. Summarize regulatory requirements and reimbursement methodologies.
IV.1. RM Determine diagnosis and procedure codes according to official guidelines.
IV.2. RM Evaluate revenue cycle processes.
IV.3. RM Evaluate compliance with regulatory requirements and reimbursement methodologies
Domain V. Health Law & Compliance
V.1. Apply legal processes impacting health information.
V.2. Demonstrate compliance with external forces.
V.3. Identify the components of risk management related to health information management.

V.4. Identify the impact of policy on health care.
Domain VI. Organizational Management & Leadership
VI.1. Demonstrate fundamental leadership skills.
VI.3. Identify human resource strategies for organizational best practices.
VI.6. Examine behaviors that embrace cultural diversity.
VI.7. Assess ethical standards of practice.
VI.8. Describe consumer engagement activities.

*Taken from the Associate Level Curriculum Map of the American Health Information Management Association November 2018

WESTERN TECHNICAL COLLEGE Health and Public Safety Division ESSENTIAL FUNCTIONS

Program Specifications – MEDICAL CODING SPECIALIST

Physical Factors	YES	NO	Essential Function/s Numbers
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		◆	

Physical Factors	YES	NO	Essential Function/s Number
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

Environmental Factors	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		◆	

Environmental Factors	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.

WESTERN TECHNICAL COLLEGE Health and Public Safety Division ESSENTIAL FUNCTIONS

Program Specifications – MEDICAL CODING SPECIALIST

Cognitive/Mental Factors	YES	NO	Essential Function/s Number
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	◆		IV-2
Simple skills – add, subtract, multiply and divide whole numbers and fractions, calculate time and simple measurements	◆		IV-2
Reading Complex skills - Comprehend newspapers, manuals, journals, instructions in use and maintenance of equipment, safety rules and procedures and drawings	◆		ALL

Cognitive/Mental Factors	YES	NO	Essential Function/s Number
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	◆		ALL
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	◆		ALL

WESTERN TECHNICAL COLLEGE Health and Public Safety Division ESSENTIAL FUNCTIONS

Program Specifications – MEDICAL CODING SPECIALIST

Cognitive/Mental Factors	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

Cognitive/Mental Factors	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	◆		Domain VI-All

A change in your ability to perform any of the Essential Functions must be reported to Chaudette Miller, Associate Dean, (608) 785-9196 or to your instructor immediately.