



NORTON SOUND HEALTH CORPORATION

PO Box 966
Nome, Alaska 99762
(907)443-3311
Fax: (907)443-2085

Job Vacancy Notice

Coder I, Health Information Management

PURPOSE OF POSITION: To process and analyze charts for completeness, accuracy and relevance of diagnosis and procedures. Assigns ICD-9-CM codes to all diagnosis and procedures and CPT codes to appropriate procedures using coding guidelines and conventions. Completes deficiency slips and routes incomplete charts to providers. Abstract patient care services information using Case-Mix abstracting routines. Duties may include processing QCC medical records, performing release of information procedures, birth or death certificates, or compiling and preparing monthly statistics of patient care activities. Acts as backup for pulling charts. Compiles reports of activities. Ascribes to Code of Ethics and assures confidentiality of patients and information.

EDUCATION AND EXPERIENCE: A high school diploma or equivalent is required. Certification as a coder through AHIMA or AAPC is required, an individual who is uncertified must be eligible for certification within 1 year of hire. Must have coding experience within a hospital or physician office or have taken ICD-9-CM/CPT coding courses. Computer experience is required.

For an application, detailed job description or more information, please contact:

NSHC Human Resources Department:
Gerri Ongtawasruk, HR Recruitment Assistant
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(907)443-4530
907-443-2085 fax
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NSHC will apply Alaska Native/American Indian (under PL 93-638), EEO, and Veteran Preferences. To ensure consumers are protected to the degree prescribed under federal and state laws, NSHC will initiate a criminal history and background check. NSHC is a drug free workplace and performs pre-employment drug screening. Candidates failing to pass a pre-employment drug screen will not be considered for employment.