



Inpatient Coding Consultant Job Description

Job Title: Inpatient Coding Consultant
Department: Inpatient
Reports to: VP of Inpatient Services
FLSA Status: Exempt

Position Summary: The Inpatient Coding Consultant is an entry-level position. This consultant completes a customized orientation plan under the direction of the Vice President of Inpatient Services. The Inpatient Coding Consultant completes record review under the guidance of senior consultants. Independent record reviews may be assigned once at least a 90% DRG accuracy rate is achieved. Upon successful completion of the ACS 90-day probationary period (and any required extension of probation), the Inpatient Coding Consultant should strive to achieve the position of Associate Inpatient Coding Consultant.

Essential Duties and Responsibilities:

1. Complete inpatient acute care record reviews in accordance with ACS procedures (as outlined in the ACS Inpatient Reference) to verify accuracy of coding, adequacy of documentation and query compliance to support optimal DRG assignment. Coding and documentation is also evaluated for appropriate credit for risk adjustment across Medicare, Medicaid and commercial discharges.
2. Participate, alongside the Vice President of Inpatient Services or a senior consultant, in the delivery of review-based webinar, classroom, or one-on-one education for coders and CDI specialists.
3. Participate, alongside the Vice President of Inpatient Services or a senior consultant, in the provision of a review-based summary session to hospital leadership.
4. Provide advice that is consistent with Official Coding Guidelines, AHIMA Standards for Ethical Coding, AHIMA practice briefs and ACS coding policies.
5. Maintain subject matter expertise in clinical validation criteria and practices, ICD-10-CM/PCS code sets, coding guidelines, inpatient payment methodologies and query compliance.
6. Attend continuing education workshops, webinars, etc., for coding and documentation integrity and compliance.
7. Participate in all ACS staff meetings and training sessions (two staff meetings per year with weekly remote Team meetings, interim inpatient team web conferences, monthly ACS webinars, and Shawnee office onsite meetings as needed).
8. Maintain consultant calendar (SharePoint) with daily updates to reflect work completed and posting of entries as soon as project work dates are proposed or confirmed.
9. Other responsibilities as assigned. Duties may be subject to change at any time at the discretion of management, formally or informally, verbally or in writing.

Skills and Qualifications:

- Extensive Inpatient Coding Skills: ICD-10-CM/PCS with subject matter expertise in MS/APR DRG payment methodologies. Understanding of the impact of code assignment to quality measures and risk adjustment.
- Clinical Validation Skills: Apply current industry standard clinical indicators, risk factors and treatment protocols used in clinical validation of payment impacting code assignment. Solid command of anatomy, physiology, pathology, laboratory, imaging, pharmacology, disease assessment, management and treatment is required.



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- Computer Skills: Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook), encoder / grouper software, and navigating various EHRs.
- Excellent written and verbal communication skills
- Interpersonal Skills:
 - Critical thinking
 - Initiative - proactive and self-directed
 - Curious and detailed oriented
 - Commitment to life-long learning

Experience:

- Inpatient coding, auditing and/or education: 5 years
- Inpatient clinical documentation integrity (preferred)

Certification and Licensure:

- Certified Coding Specialist
- RHIA or RHIT or RN (preferred)

Consultants without a CCS credential must be eligible and willing to sit for the exam within their first year of employment.

Other licensure or certifications – such as CCDS, CDIP, CDEI, CRC, CIC, or CHDA – advanced degrees, and Fellow standings (FAHIMA, FHFMA) are also relevant to the position.

Work Environment: Because the majority of our work can be provided remotely, consultants are able to work from a home office, or the Shawnee office (local employees) when not required to be onsite with a client. When travel is required, we make every effort to limit the number of days away from home to two or three days in a week and provide an opportunity for consultant input into the schedule before finalizing with the client.

Physical Demands: Prolonged periods of sitting at a desk and working on a computer.



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ACS Career Ladder:

