



FMQAI Job Description

Job Title: DRG Validator
FLSA Status: Exempt
Prepared Date: November 2009

SUMMARY

The incumbent will execute end-to-end process activities including daily interactions with healthcare providers, medical record review, document processing, data verifications and CMS contract communications. Responds to healthcare providers and internal/external customer's calls and requests within team-defined parameters. The DRG Validator reports to Project Director and/or designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

These include the following and all other duties as assigned. The responsibilities listed below constitute an initial list of tasks that may be modified or expanded as necessary by the organization to maintain negotiated contractual obligations.

DAILY DUTIES

1. Maintain daily communication with senior project coordinator regarding the status of reviews.
2. Executes core medical record review processes including medical record assignment/tracking tasks; prepares and types review findings and correspondence with healthcare providers.
3. Assist with communications and correspondence (if required) with all healthcare providers, beneficiaries, CMS and FMQAI/HSR leadership.
4. Assist in the creation, design and production of reports utilizing various software applications as requested.
5. Provides administrative support to management including, but not limited to, scheduling and staffing meetings, organizing and producing documents, maintaining filing systems, mailings and other daily tasks incidental to daily operations.
6. Reviews the assigned number of medical records each workday with 95% validity and reliability.
7. Completes all reviews within the defined timeframes, 95% of time.
8. Assist in evaluation of current team processes; creations, implements and evaluates new processes required by team.
9. Provides on-the-job orientation for new team associates.



QUALIFICATIONS

To perform in this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Hospital coding experience within past two years
2. Knowledgeable regarding assignment of DRG codes, invasive procedures and co-morbidities which may effect DRG reimbursement, CPT and ICD-9 codes
3. Strong interpersonal skills
4. Professionally skilled in verbal and written communications
5. Handles difficult situations directly, using appropriate discretion and respect for the individual.
6. Meticulously organized in approach to medical record reviews
7. Ability to manage and meet contract deadlines
8. Able to work a staggered or non-standard work schedule in order to meet contract deadlines
9. Able to work weekends and holidays as required by contract
10. Computer literate
11. Detail oriented
12. Willing to travel
13. Highly dependable and willing to work/do whatever needed to complete the task within contract timeframes
14. Articulate, motivated, thorough and creative
15. Must possess the ability to work individually and as a member of a team

EDUCATION AND/OR EXPERIENCE

Must be currently credentialed as a RHIT or RHIA. Must possess hospital coding experience within the past two years and be knowledgeable regarding assignment of DRG codes, invasive procedures and co-morbidities which may effect DRG reimbursement, CPT and ICD-9 codes.

OTHER QUALIFICATIONS

Must be able to read, analyze and interpret medical records, professional journals, technical procedures and government regulations. Must be computer literate, able to type proficiently and possess the ability to navigate various CMS-approved databases. Able to define problems, collect data, establish facts and draw valid conclusions. Must have experience in medical record review, utilization and case review.



LANGUAGE SKILLS

Ability to read, analyze and interpret complex medical cases and raise cogent medical issues/concerns. Ability to respond effectively to the most sensitive inquiries or complaints and to articulate their case review finding and write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, beneficiaries and the general public

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area and volume. Ability to apply the concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Must be currently credentialed as a RHIT or RHIA. Must possess hospital coding experience within the past two years and be knowledgeable regarding assignment of DRG codes, invasive procedures and co-morbidities which may effect DRG reimbursement, CPT and ICD-9 codes.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the associate is regularly required to use hands and fingers to handle or feel; reach with hands and arms and talk or hear. The associate frequently is required to stand, walk and sit. The associate must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an associate encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.



DISCLAIMER

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the position. While this is intended to be an accurate reflection of the current position, management reserves the right to revise the position or to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, work load, rush jobs or technological developments).