

**UI College of Medicine at Rockford  
Human Resources Department**

**NOTICE OF OPEN POSITIONS**

TITLE: Reimbursement Coding Specialist I – Two Positions  
FUNCTIONAL TITLE: Medical Coder  
SALARY GRADE: 16  
PERCENT TIME: 1.0 FTE

POSITION SUMMARY:

Two full-time positions for medical coders. Under direct supervision of a Coding Supervisor, Level I employees are entry-level coders involved in the routine day-to-day coding and associated work. Responsible for identifying appropriate reimbursement levels for professional services by reviewing and coding clinical diagnosis, procedures and evaluation and management levels for provider visits and other clinical services. Flexible hours.

QUALIFICATIONS:

Civil Service Requirements:

1. (A) 9 semester hours of college credit for course work in medical terminology, anatomy, physiology, health information, or other closely related fields OR  
(B) 9 months of responsible work experience involving applied use of the field(s) mentioned in A above OR  
(C) any combination of the above that totals 9 semester hours/months
2. (A) 12 semester hours of college credit for course work directly related to medical finance that included 6 semester hours in medical records coding OR  
(B) 12 months of health care experience in coding, using ICD-9 and CPT coding systems OR  
(C) any combination of the above that totals 12 semester hours/months and included 6 semester hours/months in the coding area

NOTE: Designation as CPC Apprentice, CPC-H Apprentice or Certification as an RHIT by the American Health Information Management Association satisfies all the requirements for the exam for a Reimbursement Coding Specialist I. (Certification at higher levels, such as an RHIA by AHIMA, would of course, also satisfy the requirements for this class.)

Department Requirements:

Prefer previous Physician Office Practice Coding experience. The ideal candidate must be able to demonstrate knowledge of 95/97 billing guidelines and Medicare/Medicaid billing rules. Responsible for reviewing documentation and coding patient records using ICD-9, CPT, and HCPCS codes. Prefer certification; RHIA, RHIT, CCS-P, CPC.

For additional information, you may review the specific Civil Service specifications at  
[http://www.sucss.state.il.us/documents/ClassSpecs/htm/SPEC4839\\_3294.htm](http://www.sucss.state.il.us/documents/ClassSpecs/htm/SPEC4839_3294.htm)

Individuals interested in this position should apply on-line at [jobs.uic.edu](http://jobs.uic.edu). If you have questions, please contact Human Resources at 815-395-5862.

Posted 1/25/12

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