**Home Health- Health Information Coordinator**

**Westminster Canterbury at Home**

3181 Shore Drive Virginia Beach, VA 23451

**JOB DESCRIPTION**

Reviews and manages Home Health medical record documentation, assuring the agency meets Medicare and insurance requirements. Completes data entry of clinical information. Completes quality control reviews of documentation and notifies clinicians of missed or questionable items. Manages physician order process and coordinates with billing coordinator for timely release of billing claims.

**RESPONSIBILITIES**

* Maintains accurate records of client clinical information by entering and editing the computer program as directed.
* Reviews and manages acquisition of required Face to Face documentation.
* Enters and maintains accurate client records, focusing on the Admission and status, diagnosis, and assessment, medication, and physician orders information.
* Enters and edits OASIS information, therapy orders, problem lists as needed. Follows up with clinicians related to questionable or missing items. Maintains written or electronic documentation from clinicians to support entries.
* Initiates new client medical record folders. Compiles and reviews admissions paperwork from clinicians. Maintains a neat and accurate filing system.
* Completes order runs and approval process in computer system. Prints orders for RN signatures.
* Faxes/Transmits orders to physicians. Follows up to assure timely signatures. Posts signed orders in computer system.
* Performs initial quality review of initial (485) certification orders. Releases RAP claims according to posted deadlines.
* Performs finals quality review and releases Final claims according to posted deadlines.
* Completes and submits the OASIS export electronically every two weeks. Follows up on the Validation Report as needed.
* Serves as a resource for clinicians regarding diagnosis coding guidelines. Assist clinicians in choosing the correct diagnosis codes for services provided.
* Answers phones, provides excellent customer service when talking with staff, clients, families, physicians, or others.
* Runs various reports from the computer system to verify accuracy and completeness of data entered.
* Runs the ATB, and Revenue Recognition reports after the month end process and completes the Home Health Dashboard with accurate information.
* Completes special patient satisfaction monthly electronic file and transmits as required.
* Completes verification of Home Health, and Home Care visits daily as required.

**QUALIFICATIONS**

* Must complete certification in diagnosis coding and OASIS (COS-O) within 3 years
* Two years of office experience, preferably in a healthcare setting.
* Two years of experience in using Word and Excel.
* Data input and review for accuracy. Must have excellent attention to detail and be able to identify errors or omissions in documentation.
* Demonstrated ability to read, write and speak English.
* Demonstrated excellence in verbal and written communication.
* Must be able to meet deadlines, work under limited supervision.
* Demonstrated ability with Office software.
* Valid state driver’s license.
* Motor Vehicle Driving Record satisfactory to Westminster-Canterbury and its insurance providers.
* Proof of motor vehicle insurance.
* Electronic Health Information knowledge
* Physical Requirements:
  + Ability to work in an office environment, at the desk; inputting into computer