POSITION OVERVIEW

The Health Information Management Inpatient Coding Auditor identifies areas of under or over coding to avoid fraudulent coding and billing. Accurate coding is key to reimbursement and organizational compliance. The role is responsible for ensuring documentation and coding are to the highest level of specificity, correct codes are assigned, optimal DRGs are identified, and all coding is compliant with coding and regulatory guidelines.

QUALIFICATIONS

A current credential such as RHIA (Registered Health Information Administrator), RHIT (Registered Health Information Technician), CCS (Certified Coding Specialist), or other designated credential from a nationally recognized organization with at least three years of inpatient coding experience.

COMPETENCIES

- Use and maintain electronic applications and work processes to support clinical classification and coding.
- Apply inpatient diagnosis and procedure codes according to current nomenclature and demonstrate adherence to current regulations and established Official Guidelines in code assignment including UHDDS guidelines.
- Ensure accuracy of diagnostic/procedural MSDRG.
- Validate coding accuracy using clinical information found in the health record.
- Understand clinical indicators, common treatments, and documentation requirements for common conditions in the major diagnostic categories.
- Use established guidelines to comply with reimbursement and reporting requirements such as the National Correct Coding Initiative and others.

REGISTERED APPRENTICESHIPS

Core components

Employer Involvement
- Employer driven
- Must be directly involved
- Must provide Paid on-the-job learning

Job Related Technical Instruction
- Front-loaded and working learner models
- Designed to meet your workforce needs

Structured Paid On-the-Job Learning
- Structured and supervised
- Guided by employer mentor
- Competency-based

Rewards for Skills Gain
- Increase in skills and competencies tied to increased earnings

National Occupational Credential
- Portable industry-recognized professional credential
- Certifies an individual at the proficiency level for the occupation

RELATED TECHNICAL INSTRUCTION:

- Skills assessments based on certification domains
- AHIMA online Coding courses
- Career Step online Auditing courses
- Common employability skills such as communication; analysis and problem-solving; teamwork, business knowledge and behavioral characteristics
## APPRENTICESHIP PROGRAM Quick-Start Action Planner

**STEP** | **WHAT DO I NEED TO GET STARTED?**
---|---
1 | **Determine your workforce needs for skilled talent**
- Do you have challenges in finding skilled talent?
- What particular occupations?
- What are your long-term workforce needs?
- Determine number of apprentices needed

2 | **Identify partners and resources you need (Don’t go it alone)**
- Identify internal/external stakeholders to participate in the development of the apprenticeship program
- Do you want to partner with local workforce agencies?
- Are there other critical partners that are needed to be successful?
- Will the state Department of Labor (DOL) be involved?

3 | **Program Operation & Administration**
- Obtain approval for FTE/s within organization (if necessary)
- Create apprentice job description/job code
- Develop wage progression schedule
- Review/sign apprenticeship standards

4 | **Apprentice Recruitment**
- How will you select individuals to participate in your program?
- Do you want your program to serve new entrants and/or up-skill incumbent workers?
- Candidate screening
- Interview for apprentice positions
- Hire and onboard new apprentices

5 | **Determine your training model**
- AHIMA Foundation will provide access to online instruction
- Identify skill/competency requirements
- Identify experienced mentors at the job site
- Develop an on-the-job learning (OJL) plan

6 | **Assess and Continuously Improve**
- Conduct regular apprentice OJL evaluations
- Complete apprentice experience surveys for each program stage
- Assess the program and participants’ success moving forward
- Evaluate progress and make program corrections as needed
- Continuously improve the quality of the program over time

---

This workforce product was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it.

apprenticeship@ahimafoundation.org | 312-233-1131 | ahimafoundation.org