

JOE SMITH, CCS

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PROFESSIONAL PROFILE

Extensive experience in MS-DRGs, ICD-0-CM, and HCPCS/CPT coding systems. Strengths include vast knowledge of medical record computer and operational systems with the ability to evaluate and improve current system efficiency. Excellent organizational skills; highly motivated; experienced in coding system instruction and seminar/workshop presentation.

EDUCATION / CERTIFICATION

CCS, American Health Information Management Association, 1993
Cooke County College, 1988

PROFESSIONAL EXPERIENCE

HCA MEDICAL CENTER, Plano, TX
254 bed acute care facility. 1995-present

Manager, Prospective Payment

Direct efforts of the coding department and its staff of 4.

- Coordinate, document, and track all PRO reviews.
- Prepare educational materials and conduct inservices teaching basic, intermediate and advanced coding for coding staff, medical staff and medical records personnel.
- Perform MS-DRG/ICD-9-CM/CPT-4 coding audits on a routine basis; audits have contributed to the highest Medicare case mix of any HCA facility.
- Evaluate quality of coding, and develop criteria and methods to reduce coding error rates and increase DRG reimbursement.
- Implemented facsimile protocol and utilize a clerk/courier for timely receipt of signed physician attestations; this has proved effective in decreasing unbilled Medicare accounts.

PHYSICIANS MEDICAL REVIEWERS, INC., Carrollton, TX

Only non-physician member of professional review and consulting team, serving health care facilities in a five state region. 1991-1995

DRG Coding Specialist.

Work side-by-side with team physicians to help clients optimize DRG reimbursement potential.

NATIONAL MEDICAL ENTERPRISES, INC., Tampa, FL

Nationwide multi-facility acute care, for-profit health system.

Regional Cluster Coder, 1988-1991

Performed DRG/ICD-9-CM/CPT-4 coding, charge master, and data quality audits; made operational recommendations to Medical Records Director.

- Provided inpatient and outpatient coding backup during schedules/unscheduled employee absence or when backlog exists for 17 acute care facilities.
- Conducted DRG/ICD-9-CM/CPT-4 coding seminars, inservices, and one-on-one training for staff.
- Facilitated seminar development by preparing curriculum and conducting corporate training sessions using multimedia and computer presentations.

TRINITY MEDICAL CENTER, Carrollton, TX
141 bed acute care facility. 1988-1989

Assistant Director / DRG Coordinator

Supervised daily activities of the department and its 8 employees.

- Updated and maintained departmental quality control standards.
- Implemented chart tracking/chart deficiency computer system.
- Coded all medical records using ICD-9-CM and CPT-4 coding systems.
- Responsible for abstracting and processing all Medicare, Medicaid and Champus records.
- Coordinated and documented all PRO reviews and activities.
- Responsible for performance evaluations of supervised employees.
- Conducted all special projects required of the department.
- Promoted to Regional Cluster Coder.

PRESBYTERIAN HOSPITAL OF DALLAS, Dallas, TX
934 bed acute care facility. 1987-1988

Coding reimbursement Analyst

Coded all inpatient records and proper DRG assignment of Medicare, Medicaid and Champus records.

- Assisted and familiarized physicians with the DRG system and proper documentation techniques to insure optimum reimbursement.
- Daily use of Code 3/3M encoder and CPT finder.

HEALTH CARE SYSTEMS, Irving, TX
288 bed acute care facility. 1987-1989

PRN / Pool Medical Records Coder

MEDICAL CITY HOSPITAL, Dallas, TX
550 bed acute care facility. 1988-1989

HENDRICK MEDICAL CENTER, Abilene, TX
352 bed acute care facility. 1982-1987

Medical Records Coder / Abstractor, 1983-1987

Performed Uniform coding with ICD-9-CM and CPT-4 codes which satisfied internal and external, requirements and were consistent with the medical record.

- Experienced in the use of the Code 3 and SMS Health Information Systems, as well as with PCs.
- Performed daily system backups and updates as needed.
- Coded all inpatient records, assisting the medical staff on issues of proper documentation for optimum reimbursement, and advising on sequencing of principal diagnosis on problem charts for proper DRG assignment.

Trauma Center Admitting Clerk, 1982-1983

- Collected payments and wrote receipts for trauma center services.
- Received and interviewed patients and recorded pertinent demographic information.
- Worked with financial counselor in assessing ability of patients to make payments.