



JOB OPPORTUNITY

Job Title: Medical Records (Billing) Coordinator
Reports To: Director of Nursing Services (Kin On Rehab & Care Center)
Job Location: Seattle, WA
Hours/Schedule: Full-time

JOB DESCRIPTION

The position assumes the responsibility and accountability for maintaining clinical records maintaining clinical record filing systems of the facility and assuring the system follows the established professional standards and practice; and meeting all standards as defined by applicable Washington State rules and regulations.

ROLE AND RESPONSIBILITIES

The role of medical records coordinator is to work with Ward Clerks from each nursing station to ensure all resident medical records are kept timely and properly for billing and use retrieval.

- Retrieve all patient records from the nursing department to enter and audit for coding to ensure that Careplans are installed correctly in the system
- Input all patient records for billing and audit with MDS to ensure coding is correct
- File and safe keep all patient records for HIPPA compliance

MINIUMN QUALIFICATIONS

- Active and working knowledge of medical coding IDC10 a must
- 1-2 years of experience a must, 2-4 years desired
- A medical coding certification a must
- Upholding the standards and principals of nursing practice, technology literate, problem solving and organizational skills, passion for senior care, ability to lead and collaborate with team members are essential part of the core practice
- Good English written and verbal communication skills a must; a secondary conversational Asian language highly desired
- Technology, laws/regulations & diversity in population served add layers of complexity to our overall operations over time, must be able to adopt new strategies as needed toward a sustainable tomorrow

WORK ENVIRONMENT & PHYSICAL REQUIREMENT: The role resides primarily inside a temperature controlled facility with occasional outside travel as need arises. Frequent full range of motion used such as standing, sitting, walking, lifting, manual dexterity, computer use, and exposure to common risks & conditions found in healthcare facilities such as blood, bodily fluids, IV equipment, various machines & monitoring devices, and wheelchairs. The role requires standing, sitting, walking, pushing, pulling, ascending and descending stairways, full range of motion, occasional squatting, ability to lift weight up to 25-50lbs with hands.

TO APPLY: Please send resume to Hiring Manager via staffing@kinon.org. Only qualified individuals being considered will be contacted for an interview.

ABOUT KIN ON

Kin On is a non-profit organization rooted in the Asian community for more than 30 years. Kin On's mission is to honors, supports, and advocates for our Asian elders and families in the Puget Sound region by offering culturally and linguistically appropriate health, social, and educational services. Kin On is creating an age friendly campus which includes a 24/7 skilled-nursing facility, Rehab and Care Center, Home Care Services, Family Caregiver Support, Chronic Care Management Services, and Health Living Program. In addressing the unmet needs of the community, Kin On is soon to complete a major capital expansion to include an Assisted Living Facility and Adult Family Home.

Kin On is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, gender, sexual orientation, gender identity and/or expression, creed, national origin, age, disability, genetic information, ancestry, citizenship, marital status, veteran and/or military status or any other legally protected status. No question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law. Kin On participates in E-Verify.