

Job Summary:MaineGeneral Health. Weâ€™re with you. Be with us!

MaineGeneral Health is a comprehensive non-profit system with the mission of enhancing, every day, the health of our patients, our families and our communities.

If you are looking for the opportunity to support your friends, family, and your community through your work at MaineGeneral Health!Come be with us.

Job Description:

The Role: Coder II

The Opportunity: MaineGeneral Health is seeking a Coder II to join our growing team!

The Work:

- + Appropriately codes medical information, correctly applying current coding guidelines
- + Reviews information for completeness and accuracy of documentation utilizing all available resources to assure optimal reimbursement while maintaining the integrity of the code assignment
- + Responsibilities to include a combination of complexCPT assignment/charging, coding or E&M leveling with or without EBEW responsibilities for multiple ancillary/outpatient areas
- + Eligible for remote work once you are able to meet quality and productivity standards

You Have:

- + Certification by the American Health Information Management Association (AHIMA) or by the American Academy of Professional Coders (AAPC) required
- + Post high school coursework in business and/or medical field preferred
- + 3-5 years of surgical coding experience preferred
- + Extensive knowledge of anatomy, physiology, medical terminology, and pharmacology
- + Familiarity with encoders and groupers preferred
- + Proficiency in a suite of Microsoft Office applications preferred
- + Detail-oriented, with strong organizational skills and ability to multitask
- + Confident and effective oral and written communication skills

You Get:

Supported in all aspects of your wellness â€“ physical, emotional, financial, and professional â€“ We believe this is a critical component of being a great place to work. With the wide range of benefits and programs available, employees have the resources they need to be well at every stage of life and plan for the future.

- + Health, dental, and vision benefits and wellness programs and resources to provide access to resources for a healthy lifestyle and help manage health care costs
- + An employee discount program is available to all employees for services provided by

MaineGeneral Medical Center

- + Access to industry-leading leave for new parents
- + Generous earned time â€“ We believe employees need and deserve time away from work to observe holiday, be with family, go on vacation, or simply take care of themselves
- + When life gets challenging, you have access to our Employee Assistance Program for you members of your household
- + If eligible, you receive up to 2% of eligible pay in 403(b) company-matching contributions plus another 2% in the 401(a) retirement income plan
- + A variety of leadership-supported programs and learning and development resources for every stage of your professional development. We know that our employees are our most valuable resource â€“ you are how we grow our business and care for our community

Equal Opportunity Employer M/F/Vet/Disability Assistive technologies are available. Application assistance for those requesting reasonable accommodation to the career site is available by contacting HR at (207) 861-3440.

Scheduled Weekly Hours: 40 Scheduled Work Shift: Day (United States of America) Job Exempt: No Benefits:

Supporting all aspects of our employeesâ€™ wellness â€“ physical, emotional and financial â€“ is a critical component of being a great place to work. With the wide range of benefits and programs available, employees have the resources they need to be well at every stage of life and plan for the future.

Physical Wellness:

- + We offer quality health, dental, and vision benefits and wellness programs and resources to provide employees access to resources for a healthy lifestyle and help manage health care costs.
- + Employees have access to industry-leading leave for new parents.
- + A generous earned time plan is offered to all employees â€“ We believe employees need and deserve time away from work to observe holidays, be with family, go on vacation, or simply take care of themselves.

Emotional Wellness:

When life gets challenging, employees have access to our Employee Assistance Program for employees and anyone in their household.

Financial Wellness:

- + An employee discount program is available to all employees for services provided by MaineGeneral Medical Center.
- + Tuition Reimbursement is available to all employees to further develop skills and career.
- + We offer eligible employees up to 2% of eligible pay in 403(b) company-matching contributions plus another 2% in the 401(a) retirement income plan.

+ Three insurance plans are available to protect your family from the sudden loss of income in the event of your death, terminal illness or serious injury from accident.

+ We offer both short-term and long-term disability insurance to replace a portion of your income if you become disabled and cannot work for a period of time.

Career Mobility:

Helping our employees develop their skills and grow their careers is critical to how we retain our talent and sustain our business. We do this by offering our teammates a variety of leadership-supported programs and learning and development resources for every stage of their professional development. We know that our employees are our most valuable resource – they’re how we grow our business and care for our community.

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Equal Opportunity Employer M/F/Vet/Disability: In furtherance of MaineGeneral’s policy regarding Equal Employment Opportunity, MaineGeneral has developed a written Affirmative Action Program which sets forth the policies, practices and procedures that MaineGeneral is committed to in order to ensure that its policy of nondiscrimination and affirmative action is accomplished.

The Affirmative Action Plan for Veterans and Individuals with Disabilities is available for inspection by any employee or candidate for employment upon request, during normal business hours, in the Human Resources Department. Assistive technologies are available. Application assistance for those requesting reasonable accommodation to the career site is available by contacting HR at (207) 861-3440 . EEO is Law
(<https://www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf>)