

Order Number:

NY1691979

Date Job Order Received:

08/06/2026

Number of Openings:

1

Company Name:

Lewis County Health System

Job Title:

Patient Account Coder

Minimum Experience Required:

2 Years

Job Description:

This position is responsible to code conditions and procedures as documented by clinics using the appropriate classification system as well as deal with patients and/or relatives regarding the nonmedical aspect of hospitalization related to payment for care and treatment. Employees of this class perform a wide variety of duties in maintaining cooperative relationships with patients and their families and in facilitating payment for hospital care and services. TYPICAL WORK ACTIVITIES: Codes and submits claims, ensuring codes are accurate and sequenced correctly in accordance with government and insurance regulations; Follow up with providers on any documentation that is insufficient or unclear and communicate with the other clerical staff regarding documentation; Search for information in cases where coding is complex or unusual; Review the previous days batch of patient notes for evaluation and coding; Ensure that all codes are current and active; Contacts self-pay patients during hospitalization to answer questions regarding costs and billing and discuss financial arrangements for treatment and care; Arranges for payment by self-pay patients in accordance with established guidelines; Advises patients and their families regarding available financial benefits and resources available; Collects on delinquent accounts by establishing payment arrangements with patients; monitoring payments and following up with patients when payment lapses occur; Submits claims electronically and/or paper to the patients insurance carrier for both primary and secondary claims; Accesses various internet websites to determine claim eligibility status, third party regulations, updates, newsletters, etc.; MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and either: Certification through the American Health Information Management Association (AHIMA) or the American Academy of Professional Coders (AAPC) and one year clinic coding experience; or Two years of full-time paid experience in the preparation and maintenance of medical records in a healthcare setting which involved coding and indexing of medical procedures; filing and maintenance of health facility medical records; analysis and evaluation of medical records; and electronic health facility medical records use; or An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Job Location:

Lowville, New York 13367

Pay:

\$22.29 - \$28.45 Hourly

Benefits:

Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension

Hours per Week:

Not specified.

Duration:

Full Time, Regular

Work Days:

Monday Thru Friday

Shift

Not specified.

Public Transportation:

Not specified.

Minimum Education Required:

High School Diploma

Driver Licenses, Including Endorsements:

Not specified.

How to Apply:

To apply, contact the employer by: Internet

Web-site: [https://job-](https://job-boards.greenhouse.io/lewiscountygeneralhospital/jobs/4338294009)

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