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Proposal

1. Levels
   a. 3 associate, staff, senior
2. Quality
   a. 90% standard, policy PRD15
3. Productivity
   a. Set at an individual level using the mix of the following
      i. current productivity standards
         1. 90/140 per day IP
         2. 15 per day surgical
         3. 33 per day E & M
      ii. e-mails and edit volumes
      iii. service mix, number of new providers, total providers and coder experience with specialty
      iv. amount of provider education required by coder
   b. *standard reviewed yearly or after major system change (i.e. Prism, ICD-10)*
4. Attitude
   a. Adheres to code of conduct
   b. Continues to meet expectations and maintain certifications of level
5. Promotions going forward
   a. Done as part of review process

Levels:

1. Associate
   a. Requires CPC or CPC-a
   b. Meet associate productivity benchmarks
   c. Meet associate quality benchmarks
   d. Demonstrate knowledge of GE, PRISM, 3M, Msoft Office, and other programs as needed
   e. Demonstrate effective communication, written and verbal, between co-workers, physician and associate medical staff
   f. Career Ladder: Staff

2. Staff
   a. Requires CPC
   b. All duties of associate
   c. Meet staff productivity benchmarks
   d. Meet staff quality benchmarks
   e. Demonstrate mastery of at least one specialty, which requires chart review
   f. Demonstrate effective communication, written and verbal, to groups of co-workers and physicians, associate medical Staff
   g. Ability to train/mentor other co-workers
   h. Career ladder: Senior, Compliance Specialist, Coding and Education

3. Senior
   a. Requires CPC and specialty
   b. All duties of staff
   c. Meet senior productivity benchmarks
   d. Meet senior quality benchmarks
   e. Demonstrate ability to lead and educate groups of co-workers, physicians and associate medical staff as required.   A minimum of one education session provided at coding staff team meeting
   f. Assist Coding and Education with training of new hires and current coders, physicians and associate medical staff as required
   g. Career ladder: Compliance Specialist, Coding and Education, Coding Manager