



**PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2025-076  
HEALTH & HUMAN SERVICES  
MEDICAL CODING I**

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<b>Position Title:</b>	Medical Coding I	<b>Pay Level:</b>	\$24.00-\$36.00
<b>Position Open Date:</b>	9/18/2025-Until Filled	<b>Classification:</b>	Non-Exempt
<b>Position Status:</b>	Full-Time	<b>Location:</b>	Health & Human Services
<b>Supervisor:</b>	HIM Manager		

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**POSTION SUMMARY:**

Entry level career position responsible for providing the accurate and timely coding services to describe the type of services provided to patients and clients of the Pueblo of Jemez Health and Human Service Department. Responsible for coding medical and dental care transactions/services for billing purposes; enters data into computer system.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION & EXPERIENCE:**

High School diploma or General Equivalency Diploma (GED); AND successful completion of a formal coder training program; AND two (2) year of medical coding experience.

**REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:**

New Mexico Driver's License

Background Investigation

One of the following Certifications (or obtained within one-year of employment): Certified Coding Associate Certificate (CCA), Certified Professional Coder (CPC), Certified Professional Coder-Hospital (CPC-H) Certified Coding Specialist (CCS), Certified Coding Specialist-Physician Based (CCS-P)

**PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

**ESSENTIAL FUNCTIONS:**

- Codes dental assessments by using dental codes; enters data into RPMS (Resource and Patient Management System) using International Classification of Disease-9th Revision (ICD-10).
- Submits claims for reimbursement.
- Codes medical assessments by using the ICD-10 for Public Health providers (RN, Health Advocates, CHRs, Health Ed Specialist, and School Nurse).
- Provides varied medical coding and office administrative assistance.
- Identifies and assigns modifiers for outpatient records for the purpose of reimbursement, research, and compliance with federal regulations.
- Identifies and assigns preliminary evaluation and management (E/M) codes for the purpose of reimbursement, research and compliance with federal records.
- Works both medical necessity (MN) edits and correct coding initiative (CCI) edits.
- Provides customer services in the most cost effective and efficient manner.
- Ensure adherence to Hospital and Departmental Policies and Procedures.
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

**REQUIRED KNOWLEDGE AND SKILLS:**

Knowledge of:

- Standard medical coding practices and procedures.
- Operation of common office equipment, including computer equipment.
- Business arithmetic, including percentages and decimals.
- Record keeping principles and practices.
- Customer service and public relations methods and practices.
- Computer applications related to assigned duties and activities.

- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Organizing work, setting priorities, meeting critical deadlines, and following up assignments.
- Using tact, discretion, initiative and independent judgment with established guidelines.
- Composing correspondence independently or from brief instructions.
- Organizing and maintaining accurate records and files.
- Making arithmetic calculations with speed and accuracy.
- Operating standard office equipment, including computer equipment.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Using software applications related to assigned functions.
- Communicate effectively in oral and written forms.
- Attention to detail

**To apply for the position posted, please apply as follows**

**Send;**

**Pueblo of Jemez Job Application**

**To;**

**[humanresources@jemezpueblo.org](mailto:humanresources@jemezpueblo.org)**

**Or;**

**Pueblo of Jemez-Attention Human Resources Department**

**PO Box 100**

**Jemez Pueblo, NM 87024**

**Or;**

**Visit the Pueblo of Jemez Website-Careers**

**[www.Jemezpueblo.org](http://www.Jemezpueblo.org)**