PART II        HAWAII HEALTH SYSTEMS CORPORATION       4.125
STATE OF HAWAII       4.126
4.127
4.128

Minimum Qualification Specifications
for the Classes:

## CODER I, II, III & IV

Education Requirement:

Graduation from high school or equivalent.  Received ICD-10 training, coursework, or classes, within the last two (2) years.

Experience Requirement:

Except for the substitutions provided for elsewhere in these specifications, applicants must have had progressively responsible experience of the kind and quality described below, and in the amounts shown in the following table:

| Class Title | Specialized Experience | Coding Experience | Supervisory Experience | Certification | | Total Experience |
|---|---|---|---|---|---|---|
| Coder I | 1 | 1 | | | CCA or CPC-A or COC-A | 2 |
| Coder II | 1 | 2 | | ** | CCS-P or CPC or COC | 3 |
| Coder III | 2 | 2 | | ** | CCS or CIC or CEMC | 4 |
| Coder IV | 2 | 2 | * | ** | CCS or CIC or CEMC | 4 |

Specialized Experience:  Experience in a health information management department of a hospital or allied medical care facility which involved the performance of paraprofessional health information management work requiring the knowledge of the nature and uses of medical records, medical terminology and established health information management classification, coding, filing and indexing systems; and the ability to analyze and file medical records and prepare reports and summaries from medical records.

Coding Experience:  Experience in a health information management department of a hospital or allied medical care facility which involved the performance of assigning codes from the listing of current ICD-CM/PCS, CPT-4 and HCPCS for all diagnoses and procedures and other services.

*Supervisory Aptitude:  Applicants for Coder IV positions must demonstrate possession of supervisory aptitude.  Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, previous work experience in a position that demonstrates or performs supervisory functions or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Certification Required:

Coder I:  Valid CCA from AHIMA or CPC-A or COC-A from AAPC.

Coder II:  Valid CCS – P from AHIMA or CPC or COC from AAPC.

Coder III/IV:  Valid CCS from AHIMA **or** CIC or CEMC from AAPC

        AHIMA (American Health Information Management Association):
                CCA (Certified Coding Associate)
                CCS – P (Certified Coding Specialist – Physician-based)
                CCS (Certified Coding Specialist – hospital) [inpatient coding]

        AAPC (American Academy of Professional Coders):
                CPC-A (Certified Professional Coder-Apprentice)
                COC-A (Certified Outpatient Coder-Apprentice)
                CIC (Certified Inpatient Coder) [inpatient coding]
                CPC (Certified Professional Coder for physician coding)
                COC (Certified Outpatient Coder) [outpatient coding]
                CEMC (Certified Evaluation and Management Coder)

**\*\*Certification for Coder II, III, or IV level may be substituted for the Coder I level.**

Substitutions Allowed:

   1.      Excess Coding Experience may be substituted for Specialized
           Experience.

   2.      Successful completion of an associate degree in a health information
           technology program (HIT) accredited by the Commission on Accreditation
           of Allied Health Education Programs may be substituted for up to one (1)

year of Specialized Experience.

3.  Successful completion of an associate degree in a health information technology program (HIT) in a foreign country whose professional association has an agreement of reciprocity with the American Health Information Management Association (AHIMA) may be substituted for up to one (1) year of Specialized Experience.

4.  Successful completion of the correspondence course or the AHIMA Independent Study Programs in health information technology (HIT) and an associate's degree from an accredited college may be substituted for up to one (1) year of Specialized Experience.

5.  Possession of a current Registered Health Information Technicians (RHIT) certificate received through successful qualification on the national accreditation examination administered by the American Health Information Management Association may be substituted for up to two (2) years of Specialized Experience.

*If a degree is used to substitute for the education requirement, it may not be used again towards the experience requirement.  If work experience is used to substitute for education, it may not be used again to meet the experience requirement.  If the applicant holds more than one degree, transcripts must be provided, and a thorough review will be conducted by the human resources staff in order for more than one degree to be credited toward the minimum qualification requirements (if applicable).*

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position.  The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that they have the ability to perform the duties of the position for which they is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions.  In such positions, Selective Certification Requirements may be established, and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Regions or facilities requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

<u>Health and Physical Requirements</u>:

Applicants must meet the health and physical requirements deemed necessary to effectively and safety perform the essential functions of the position with or without reasonable accommodation.

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

This is an amendment to the minimum specifications for the classes, CODER I – IV, to add an additional certification requirement, update the Selective Certification Requirements, Physical Requirements, and delete Mental/Emotional Requirements, effective July 15, 2025.

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

This is an amendment to the minimum specifications for the class, CODER III - IV, to clarify certification of CIC from AAPC (American Academy of Professional Coders) effective February 22, 2019.

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

This is an amendment to the minimum specifications for the classes, CODER I - IV, to change certifications for AAPC (American Academy of Professional Coders) effective December 29, 2015.

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

This is an amendment to the minimum specifications for the classes, CODER I - IV, due to the delay of the implementation of ICD-10 to October 2014, effective February 6, 2014.

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

This is an amendment to the minimum specifications for the classes, CODER I - IV, to clarify supervisory aptitude, effective April 16, 2013.

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

This is an amendment to the minimum specifications for the classes, CODER I - IV, to change the coding language to ICD-10, effective February 10, 2012.

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

This is an amendment to the minimum specifications for the classes CODER II, III, & IV, to revise the certification requirement, effective July 14, 2011.

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

This is the first minimum qualification specifications for the classes, Coder I, II, III & IV.


DATE APPROVED: <u>Jul 14, 2025</u>                    _____

                                                         JUANITA LAUTI
                                                         VP& Chief Human Resources Officer