

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM: 3.23
(ID # 20664)

MEETING DATE:

Tuesday, December 13, 2022

FROM : HUMAN RESOURCES AND RIVERSIDE UNIVERSITY HEALTH SYSTEM :

SUBJECT: HUMAN RESOURCES DEPARTMENT AND RIVERSIDE UNIVERSITY HEALTH SYSTEM: Classification and Compensation recommendation to establish a new Certified Medical Records Coder - Inpatient classification; adjust the salary of the Certified Medical Records Coder and Supervising Medical Records Coder; and amend Salary Ordinance No. 440 pursuant to Resolution No. 440-9321 submitted herewith, All Districts. [Total Cost \$762,013, with an ongoing cost of \$483,228, 100% Hospital Enterprise Fund]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the creation of the new Certified Medical Records Coder – Inpatient classification;
2. Approve the recommendation to adjust the salary of the Certified Medical Records Coder and Supervising Medical Records Coder classifications;
3. Amend Salary Ordinance No. 440 pursuant to Resolution No. 440-9321.

ACTION:Policy

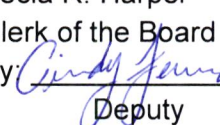

Jennifer Cruikshank, Chief Executive Officer – Health System 11/29/2022


Michael Bowers, Assistant HR Director 12/1/2022

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Washington, seconded by Supervisor Spiegel and duly carried, IT WAS ORDERED that the above matter is approved as recommended and that Resolution 440-9321 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, and Hewitt
Nays: None
Absent: Perez
Date: December 13, 2022
xc: HR, RUHS

Kecia R. Harper
Clerk of the Board
By: 
Deputy

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STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$278,785	\$483,228	\$762,013	\$483,228
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: Hospital Enterprise Fund			Budget Adjustment:	No
			For Fiscal Year:	22/23

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The mission of the Riverside University Health System (RUHS) is to improve the health and well-being of the County's diverse populations through exceptional, state-of-the-art, patient-focused care, education, and research. RUHS currently utilizes Certified Medical Records Coders (CMRC) to perform coding and abstracting outpatient and inpatient medical records entries. RUHS reported difficulties in the hiring of inpatient coders as the County only has one CRMC class for both outpatient and inpatient coding assignments even though inpatient coding is more complex, time consuming, and required extensive knowledge of various medical procedural classifications.

Since the pay is the same regardless of the type of medical records entries assigned, incumbents outpatient coders are not incentivized to learn inpatient coding, and it also has been challenging to recruit inpatient coders externally. Additionally, the current salary range for the CMRC is below the 2022 Hospital Association of Southern California (HASC) market by approximately 5.7% at both the minimum and maximum (Attachment 2). The current salary for the Supervising Medical Records Coder is also less than the salary of the CMRC by approximately 9.2% at the minimum, and is only approximately 2.2% above at the maximum, creating compaction between the two classes. This misalignment and compaction were caused by the different minimum market adjustment provisions of the two respective bargaining units (LIUNA and SEIU).

To alleviate RUHS's difficulties in hiring inpatient coders, it is recommended to bring the CMRC salary up to market, and to create a new class of Certified Medical Records Coder – Inpatient (Attachment 3) with a salary of approximately 9% above the current salary range of the CMRC. By bringing this class series up to market and differentiating and incentivizing the more complex assignment of inpatient coding, RUHS can incentivize current outpatient coders to learn the necessary knowledge and skills to become inpatient coders, and attract experienced external inpatient coders. It is also recommended to adjust the salary of the Supervising Medical Records Coder by approximately 35.2% at the minimum and 20.2% at the maximum. This adjustment will bring the salary range of the supervisor class to be approximately 7% above the salary range of the new subordinate CMRC Inpatient

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classification and ensure the appropriate compensation for the supervisory duties and responsibilities.

Classification Addition:

Certified Medical Records Coder - Inpatient: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade LIU 637 (\$61,677 – \$89,617). This request is also to add 3 positions for RUHS to recruit and fill. Four incumbents CMRC who are currently performing inpatient coding will be reclassified into this new inpatient class, and RUHS requested retention of employees' current anniversary dates.

Salary Adjustment:

Certified Medical Records Coder: It is recommended to adjust the salary plan/grade from LIU 542 (\$53,752 - \$78,055) to salary plan/grade LIU 574 (\$56,628 - \$82,309). There are currently 13 incumbents in this classification.

Supervising Medical Records Coder: It is recommended to adjust the salary plan/grade from SEUS 254 (\$48,796 - \$79,786) to salary plan/grade SEUS 503 (\$65,994 - \$95,890). There is currently 1 incumbent in this classification.

Impact on Residents and Businesses

This request does not have a direct impact on residents and businesses. Adjusting the salary of the CMRC and the Supervising Medical Records Coder and the addition of the proposed Certified Medical Records Coder – Inpatient will provide RUHS the resources it requires to continue offering critical services for the County of Riverside.

Additional Fiscal Information

To Immediately bolster retention and preserve internal equity, RUHS requested that all incumbents be given a pay rate increase equal to the increase to the minimum salary of their classification. If this increase would bring the incumbent above the maximum salary, they would only be brought up to the maximum salary. The requested pay rate increase maintains internal equity between junior and senior staff and will also help prevent newly hired applicants from coming in at rates inequitable with more experienced staff.

The addition of 3 Certified Medical Records Coder - Inpatient positions will cost approximately \$389,834 annually including benefits. The total cost to adjust incumbent pay rates with the salary range increases is approximately \$93,394 annually including benefits. The pending reclassification of four incumbents CMRC will cost approximately \$26,232 annually including benefits. The Department has stated the cost for the implementation of the recommendations will be absorbed through the Department's budgets and does not require a budget adjustment.

Attachments:

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

1. Resolution No. 440-9321
2. Certified Medical Records Coder Market
3. Certified Medical Records Coder – Inpatient Class Specification

Meghan Hahn

Meghan Hahn, Principal Management Analyst 12/1/2022

1 RESOLUTION NO. 440-9321

2
3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in
4 regular session assembled on December 13, 2022, that pursuant to Section 3(a)(iv) of Ordinance No. 440,
5 the Director of Human Resources is authorized to amend the Class and Salary Listing of Ordinance No.
6 440, operative the beginning of the pay period following approval, as follows:

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<u>Job</u>		<u>Class Title</u>	<u>Salary</u>
<u>Code</u>	<u>+/-</u>		<u>Plan/Grade</u>
13390	+	Certified Medical Records Coder - Inpatient	LIU 637

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15 BE IT FURTHER RESOLVED that pursuant to Section 4(a)(ii) of Ordinance No. 440, the Assistant
16 County Executive Officer/Human Resources Director is authorized to make the following listed change(s),
17 operative on the date of approval, as follows:

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<u>Job</u>		<u>Department ID</u>	<u>Class Title</u>
<u>Code</u>	<u>+/-</u>		
13390	+3	4300187000	Certified Medical Records Coder - Inpatient

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DEC 13 2022 3.23

1 RESOLUTION NO. 440-9321

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3 BE IT FURTHER RESOLVED that pursuant to Section 8(c) of Ordinance No. 440, the Director of
4 Human Resources is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative at
5 the beginning of the pay period following the date of approval, as follows:

6 <u>Job</u>		<u>From Salary</u>	<u>To Salary</u>
7 <u>Code</u>	<u>Class Title</u>	<u>Plan/Grade</u>	<u>Plan/Grade</u>
7 13451	Certified Medical Records Coder	LIU 542	LIU 574
8 13452	Supervising Medical Records Coder	SEUS 254	SEUS 503

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10 ROLL CALL:

11 Ayes: Jeffries, Spiegel, Washington, and Hewitt None
12 Nays: None
13 Absent: Perez

14 The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors
15 on the date therein set forth.

16 KECIA R. HARPER, Clerk of said Board

17 By: 
18 Deputy

19 12.13.2022 3.23

External Market Survey Data

Certified Medical Records Coder

LIUNA

Riv Co Class Code: 13451

Market Research

Survey Data

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	Hourly	HASC
Los Angeles County						\$0.00	\$0.00	
Orange County						\$0.00	\$0.00	
San Bernardino County						\$0.00	\$0.00	
San Diego County						\$0.00	\$0.00	
Ventura County						\$0.00	\$0.00	
HASC 2022	<u>Certified Coder</u>	0309	\$57,002	\$82,774	45.21%	\$69,888.00	\$33.60	\$33.60
	County Mean:		\$57,002	\$82,774	45.21%			
	County Median:		\$0	\$0	#DIV/0!			
Riverside County	<u>Certified Medical Records Coder</u>	13451	\$53,752	\$78,055	45.21%	65903.45		
	Dollar difference from Mean:		-\$3,250	-\$4,719				
	Percentage difference from mean:		-5.70%	-5.70%				
	Dollar difference from median:		\$53,752	\$78,055				
	Percentage difference from median:		#DIV/0!	#DIV/0!				

Notes: HASC 2022 data

Run Date: 10/25/2022

Date Prepared/Revised: 10/25/22 MP



CERTIFIED MEDICAL RECORDS CODER - INPATIENT

Class Code:
13390

Bargaining Unit: LIUNA - Support Services

COUNTY OF RIVERSIDE
Established Date: XXX
Revision Date: XXXX

SALARY RANGE

\$29.65 - \$43.09 Hourly
\$5,139.75 - \$7,468.08 Monthly
\$61,677.00 - \$89,617.00 Annually

CLASS CONCEPT:

Under general supervision, to perform advanced coding and abstracting of inpatient medical record entries according to the most current edition of International Classification of Diseases Clinical Modification System (ICD-CM), Procedure Coding System (PCS), and Current Procedural Terminology (CPT), and to do other work as required.

Incumbents perform the most complex coding and abstracting of a high volume of patient records in the Medical Records Department. This class is distinguished from the Certified Medical Records Coder - Outpatient class in that the former does not require an extensive knowledge of complex code and Diagnosis Related Group (DRG) assignment. Incumbents are expected to be familiar with the Inpatient Prospective Payment System (IPPS), inpatient coding guidelines, and be able to work closely with the Clinical Documentation Team as well as physicians.

REPRESENTATION UNIT:

LIUNA - Support Services

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Code medical record entries pertaining to diagnoses and procedures according to the most current edition of ICD-CM and when applicable PCS and CPT; enter information into the designated computer system.
- Abstract patient information such as Admission, Discharge and Transfer (ADT), type of surgery, type of anesthesia, length of stay, and assist clinical providers as needed.
- Query physicians when assistance is needed for proper identification of codes for diagnoses or procedures; communicate with physicians, and others involved in the treatment of patients as needed.
- Work with Clinical Documentation Improvement Team when there are conflicting diagnoses, ambiguous, inconsistent, missing, and unclear clinical documentation by the physician to support code assignment.
- Assist and provide coding training to Certified Medical Record Coder - Outpatient as needed.

RECRUITING GUIDELINES:

OPTION I:

Experience: Four years as Certified Medical Records Coder - Outpatient with the County of Riverside.

OPTION II:

Experience: Two years of inpatient medical record coding experience in an acute care setting using ICD-CM, PCS, and CPT coding (Experience must have been within the last four years.)

ALL OPTIONS

Knowledge of: A thorough knowledge of ICD-CM, PCS, and CPT classification coding systems, and DRG assignment; the fundamentals of anatomy, physiology, and the study of diseases; standard clerical office procedures and equipment including Windows-based software use.

Ability to: Utilize the ICD-CM classification system to code medical record entries either by use of coding books or encoder product; abstract pertinent information from medical records; follow oral and written instructions; operate PC with Windows software, coding software and abstract package; effectively communicate technical information to medical and administrative personnel; maintain effective working relationships with others.

OTHER REQUIREMENTS:

License/Certificate: Possession of current valid certification as a Certified Coding Specialist (CCS), Certified Professional Coder (CPC), Registered Health Information Administrator (RHIA) or a Registered Health Information Technician (RHIT) issued by American Health Information

Management Association, or Certified Professional Coder-Hospital (CPC-H) issued by the American Academy of Professional Coders.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

PROBATIONARY PERIOD:

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.