

## **Certified Professional Coder**

Katahdin Valley Health Center (KVHC), a nonprofit health care provider serving rural Maine, seeks a candidate to staff a full-time Certified Professional Coder position.

This person will be responsible for review and submission of claims for all KVHC visits. The person in this position will conduct provider education and chart audits with respect to coding and documentation.

**Qualifications include:** Certification as a Professional Coder. Ability and education to perform coding and CPT utilization audits; completion of anatomy, physiology and medical terminology courses; experience in patient billing and coding. Must possess strong communication skills, the ability to work a flexible schedule, as needed, and work well with coworkers, providers and clients.

This position is full-time, with benefits. The successful candidate will work 8 a.m. to 5 p.m. Monday through Friday, with the ability to work a flexible schedule, as needed. Pay commensurate with experience. No telephone calls please. Qualified candidates are invited to submit a resume, cover letter and three written references to:



Human Resources  
Katahdin Valley Health Center  
P.O. Box 500  
Patten ME 04765  
or  
E-mail: [hr@kvhc.org](mailto:hr@kvhc.org)

***KVHC Is An Equal Opportunity Employer.***