



JOB DESCRIPTION

JOB TITLE: Compliance Auditor and Educator

PAY GRADE: _____

EXEMPTION STATUS: X Exempt Non-Exempt

REVISED DATE: June 26, 2020

SUMMARY: Under supervision of the Director of Compliance, the Compliance Auditor and Educator will participate in the performance of medical record audits of all College of Medicine Departments involved with billing third-party payers. Will also serve as an educator for physicians, residents, and billing staff regarding coding and documentation requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Other duties may be assigned.

1. Perform annual audits of documentation of inpatient and office medical records by physicians, residents, nurse practitioners and other providers.
2. Educate the physicians, residents, nurse practitioners and other providers of coding and documentation issues based on the audits.
3. Report audit results to the Associate Dean, Compliance Committee, and Board of Directors as appropriate.
4. Provide coding and documentation guidelines to the physicians, residents, nurse practitioners, and billing employees as needed.
5. Provide an orientation to all new hire physicians on the compliance plan and policies, teaching physician guidelines.
6. Research problem areas and provide solutions related to coding, payer requirements.

EDUCATION AND/OR EXPERIENCE: Knowledge of CPT, ICD-10-CM and HCPCS coding systems and guidelines. Basic knowledge of HIPAA guidelines necessary. Experience in an academic and/or multi-specialty environment. Knowledge of medical terminology, physician billing, third-party regulations and auditing procedures. High school diploma or GED required. CCS, CPC, ART or RRA required, plus 3 years of coding and billing experience. Bachelor's degree and/or previous auditing experience preferred but not required.

OTHER SKILLS AND ABILITIES: Working knowledge of computers, keyboards and printers. Skill in composition, compiling, and preparing a variety of correspondence, documentation, reports, and other materials. Ability to establish and maintain an effective working relationship with faculty members, staff, patients and other third parties. Ability to concentrate under high demands and listen effectively. Ability to organize tasks, work as a team member and independently with a variety of professional disciplines. Convey a professional and positive image and attitude.