



Title: Auditor/Educator

Reporting to: Revenue Cycle Director

Job Type: Part-time, Non-Exempt

Job Level: 2

Description: This position is responsible for auditing the claims produced by billers and ensuring that team members have adequate resources in the areas of billing and coding to perform their jobs correctly.

Specific Areas of Responsibility:

- Create auditing schedule and program
 - Review past auditing protocols; work with management to fine tune the program
 - Create new policies and forms as needed
 - Create reasonable auditing schedule; prioritize premier accounts and make sure every biller has accounts that are audited regularly
- Perform regular audits
 - Complete audits adhering to outlined protocol
 - Utilize company tools to uphold LBS policies on audits
 - Clearly communicate findings to audited individuals using proper forms and good coaching techniques
 - Utilize professional trainings to ensure industry standards are being met
- Work with LBS department heads to maintain company cohesiveness
 - Effectively communicate with LBS department managers to report audit findings, concerns, or trends
 - Communicate with LBS training staff on common mistakes to be addressed
 - Track updated policies within departments to keep audit expectations current and applicable
- Educate the team in needed areas of billing/coding/documentation
 - Be the main contact for the team to ask billing/coding questions; must be available during at least part of normal business hours M-F
 - Suggest appropriate topics for training/discussion at team meetings by assessing areas of weakness on the team; assist with continuing education efforts to help the team improve their skill sets
 - Assist management in improving billing/coding resources available to the team, including company manuals
 - Help ensure that correct billing protocols are known and followed company-wide
 - Make sure the billers understand what to look for in charts so that the codes billed are supported by medical records
- Perform occasional charts audits for clients in a consulting capacity
 - Review sample of provider charts; document which charts support the codes selected; document which charts do not support the codes selected and why

- Provide the client with clear constructive feedback regarding their charts and explain which areas need improvement and why; give written feedback and go over it in a video call with the client; help them set goals as needed
- Manage billing accounts and/or act as Account Manager on premier accounts
 - Have assigned billing accounts to stay current with billing processes, or fulfil the Account Manager role on premier accounts, schedule permitting
- Contribute to management projects and support company goals

Required Knowledge and Skills:

- Certified Professional Coder or equivalent certification
- Experience with medical billing software and various EMR programs; ability to quickly learn new billing software and EMR systems
- Managerial skills of leadership, organization, delegation and accountability skills, strategic planning, goal-setting and effective communication; able to give constructive feedback
- High level of professional communication; written and verbal
- Typing 60+ words per minute with high accuracy
- Strong ethical conduct
- High attention to detail and thoroughness
- Able to prioritize work and meet deadlines
- Able to function with multi-levels of staff appropriately
- Flexibility to work in an extremely fast paced and dynamic environment
- Ability to work independently and within a team; effective teaching skills
- Proven experience in Microsoft Office products

Schedule/Availability:

- 30 hours

Work Environment:

While performing the duties of this job, the employee regularly works in an employee provided in-home office setting. This role routinely uses standard office equipment such as computers, phones, printers, scanners and filing cabinets; all of which are provided by the employee.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit for long periods of time, use hands to finger, handle or feel; and reach with hands and arms.

Other Duties:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this position. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions

associated with the position. All positions at Larsen Billing Service are subject to duties as assigned by upper management, additional work hours as necessary, and subject to change.

Signature:

This job description has been approved by all levels of management:

Manager: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____

Larsen Billing Service is an Equal Opportunity Employer.